

## **Administrative Assistant Position**

### **Personal / Job Skills**

- Professional appearance
- Takes initiative
- Excellent verbal and written communication
- Clerical Skills – type, file, compose letters, copy, scan, print, fax, etc..
- Quick learner
- Active listener
- Service oriented
- Coordination
- Friendly/Positive Attitude
- Good Judgment and decision making
- Detail oriented
- Dependable/Reliable
- Organized/Neat
- Creative
- Proficient in Time Management
- Has the ability to conduct a meeting.
- Must have computer skill and proficient with Microsoft Office.

### **Job Duties**

- Pay approved invoices and file appropriately in vendor folders.
- Call vendors with invoice/payment issues
- Answer and/or Return calls as requested
- Keep track of Executive Calendar
- Prepare items for board meetings or other meetings upon request
- Keep up to date Agendas for various meetings
- Keep Minutes for meetings upon request
- Assist in Audit/Exam preparation.
- Assist in Exception Tracking/Monitoring to completion.
- Place orders and print receipts
- Make reservations / Hotel / Airline / Dinner
- Register staff for seminars / conferences / conventions as needed
- Assist as needed with Projects
- Coordinate catering for luncheons and other meetings.
- Prepare letters, reports, etc., as needed
- Create support cases with vendors as needed
- Mail and/or pack/ship packages
- File as needed.
- Copy, Scan, Print and Fax
- Type/Compose Letters
- Assist as needed.
- UBank reserves the right to change these duties and/or add to the description

### **Training / Education**

- High school education required. Prefer college level education
- Prefer at least a 2-year work experience with public and/or clerical work