



Job Title: Administrative Assistant (Kalispell)
Department: Operations
Reports To: Administrative Services Supervisor (Kalispell)
Supervises: No
FLSA Status: Non-Exempt
Effective Date: 01/07

Summary: Responsible for providing clerical support to include typing documents and correspondence, mailroom functions, coordinating meetings, photocopying and filing. Greets guests, answers phones, takes messages, routes calls and mail.

Education, Certifications, Licenses and Experience: Associate's degree (A.A.) and one year related experience and/or training; or equivalent combination of education and experience. Previous administrative experience in a busy office setting is highly desired.

Duties and Responsibilities:

Performs general clerical duties to include, but not limited to, typing correspondence, documents, memos, and labels, filing, photocopying, faxing, arranging meetings, scheduling appointments, scheduling conference calls, answering phone calls and taking messages.

- Performs comparison shopping and orders office supplies weekly. Maintains supply requisition log, tracks receipt of supplies ordered, distributes incoming supplies, maintains supply storage, verifies invoice line items and confirms charges match cost quoted.
- Maintains the front reception area to include greeting customers and answering telephones in a prompt and courteous manner.
- Assesses internal and external customer or member services questions, concerns, or issues for appropriate response and direction.
- Routes daily mail to appropriate mailbox including date stamping and invoice code stamping.
- Prepares letters and boxes for mailing.
- Prepares bulk mailing where appropriate.
- Assists in the development of mailroom procedures and guidelines to provide consistent, accurate, and efficient service.
- Coordinates other projects as directed.
- Assist with transcription or taking of meeting meetings or fills in for Administrative Supervisor or Manager in meetings as directed.
- Assists with check run procedures.
- Assists with filing and maintenance of file room.

The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of employees assigned to this job.

Work Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to stand, walk; talk and hear. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is usually moderate.