



Administrative Assistant  
Non-Exempt

#### Job Duties

- Answer telephones and take messages or transfer calls
  - Schedule appointments and update event calendars
  - Arrange staff meetings
  - Handle incoming and outgoing mail and faxes
  - Draft routine memos, billing, or other reports
  - Edit company correspondence and ensure document accuracy
  - Maintain databases and filing systems, whether electronic or paper
- Perform basic bookkeeping

#### Work Schedule

Monday – Friday 7am – 3pm