



JOB POSTING

Date of Posting: October 21, 2008
Posting Number: MA102108AA
Position: Administrative Assistant
Status: Non-exempt
Location: Chicopee, MA
Position Reports To: Business Manager

Overall support of administrative and management personnel and staff in the functional department. This can include travel arrangements, correspondence, filing, daily calendar/meeting coordination, project contact, phone coverage, supplies, reports, mail, personnel tracking for projects, database updates and other duties as assigned.

Essential Duties and Functions:

- Functions as support staff for a one or more management or administrative personnel in the functional department.
- Manages daily calendar and meeting schedules as requested.
- Provides telephone answering coverage to field questions and direct calls to appropriate personnel as necessary.
- Provides for travel arrangements which can include flights, hotels, rental cars and keeps track of travel schedules for personnel as requested by supervision.
- Provides general clerical support in the areas of mail distribution, filing, correspondence typing, data base updates for programs, typing, faxing and fax distribution, copying, office supply inventory/ordering, weekly travel reports, travel calendar.
- Logs all departmental vacation, sick and other "time-off" for the department if requested.
- Other duties as assigned by supervision.

Qualifications:

High school diploma or GED equivalency with three years experience in a corporate office environment or other acceptable experience. If required by job responsibilities, the incumbent must possess a valid driver's license.