**JOB DESCRIPTION**

**Position: Administrative Assistant**

**Reports to: Chief of Staff**

**Classification: nON-exempt**

**Revision Date: May, 2023**

**Location: PRimarily Remote, Phoenix Office**

**POSITION SUMMARY**

The Administrative Assistant provides direct support to the Chief of Staff and facilitates efficient operation by performing a variety of clerical and administrative tasks.

**POSITION RESPONSIBILITIES**

* Greets clients, visitors, and guests; determines the purpose of each person’s visit and directs or escorts him or her to the appropriate location when working in Phoenix office.
* Validates visitor parking.
* Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
* Coordinates and schedules travel, meetings, events, and appointments for the President & CEO and Chief of Staff.
* Apprises Chief of Staff of pending meetings and events.
* Prepares agendas and schedules for meetings.
* Records and distributes minutes or other records, records attendance, and RSVPs for meetings.
* Updates PowerPoint presentations.
* Assembles booklets and membership collateral packets.
* Formats letters on letterhead.
* Maintains office supplies and coordinates maintenance of office equipment.
* Maintains filing systems, as assigned.
* Retrieves information as requested from records, email, minutes, CRM, and other related documents; prepares written summaries of data when needed.
* Responds to and resolves administrative inquiries and questions.
* Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
* Performs administrative and clerical support tasks.
* Performs basic filing and recordkeeping.
* Performs other related duties as assigned.

**REQUIREMENTS**

* High school diploma or equivalent required
* Minimum of one (1) year administrative experience required.
* Associate degree preferred.

**KNOWLEDGE AND SKILLS**

* Excellent verbal and written communication skills.
* Excellent interpersonal and customer service skills.
* Proficient in Microsoft Office Suite or related software.
* Excellent organizational skills and attention to detail.
* Basic understanding of clerical procedures and systems such as recordkeeping and filing.
* Ability to work independently.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position requires sitting for extended periods of time. Occasionally requires standing, squatting, reaching and bending. Requires ability to receive information through oral communication both in-person and on telephone. Manual dexterity needed for using computer keyboard. Occasional lifting up to 25 pounds. Must have adequate vision to operate computer and complete paperwork.

**WORK ENVIRONMENT**

This job operates in a professional office environment. The role routinely uses standard office equipment such as assigned workstation, computer, phone, copier and file cabinet.

**CONCLUSION**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holder. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. The Organization reserves the right to change, amend, add, delete**,** and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

**HOW TO APPLY**

If you are interested in applying for the Administrative Assistant position, please email your resume to Laura DeGeorge, ldegeorge@aztechcouncil.org, Chief of Staff, Arizona Technology Council.

For More information about the Arizona Technology Council, visit the company website at https://www.aztechcouncil.org/.