



Repairs & Services

Job Title: Administrative Assistant

Department: Finance and Administration

Reports To: Office Manager

Job Overview:

The Administrative Assistant will be responsible for providing support to the Finance and Administration department by performing a range of administrative and clerical duties. This entry-level position is responsible for helping maintain accurate records, assisting with documenting department processes, and ensuring smooth daily operations by doing practical things like answering the phones, scheduling meetings, and preparing documents for the department. The Administrative Assistant position offers an excellent opportunity to gain exposure to finance and administrative functions, with the potential to advance within the department over time.

Key TRAITS for Optimal Performance:

- **Decision Making & Risk Orientation:** A naturally cooperative approach readily accommodating to direction provided by others. Will be able to occasionally make decisions with some unknowns - and occasional risk, or to exercise independent judgment (within accepted guidelines). A focus on personal implementation and follow-through, often checking or confirming with others in the process of completing assignments.
- **Relationships & Communication:** An ability to focus on the completion of specific personal tasks, and has some ability to initiate interactions, collaborate, and encourage the efforts of others. An ability to communicate specialized facts and information in a straightforward manner and to demonstrate some persuasiveness to influence others. The ability to work effectively with a smaller group of people with whom there are regular interactions but lesser requirements to adjust behaviors in carrying out job activities.



Repairs & Services

- **Proactiveness:** Prefers to handle one thing at a time in a consistently predictable environment working with familiar people and performing
- expected, known activities. This individual has some capacity for dealing with distractions and unexpected situations, but this cannot become the norm otherwise this individual will become frustrated and less productive.
- **Structure:** Strong attention to detail and accuracy with regular hands-on involvement in all required activities. An ability to work within the job framework of established precedents, practices, and standards for consistent outcomes.
- **Versatility:** For the most part, working with familiar people and tasks; with few unusual circumstances, there is less requirement to handle stressful situations or to make considerable behavioral changes for sustained periods.
- **Emotive-Logical Orientation:** A more objective and logical thinking approach in dealing with others and issues and the ability to manage one's emotions in interactions.
- **Innovativeness:** Some practical, common-sense departures from established approaches but usually within the parameters of the outcomes of the job requirements.

Key Responsibilities:

- Perform data entry, filing, and documenting tasks to support the finance and administration team.
- Assist in preparing reports, and correspondence as needed.
- Manage incoming and outgoing communications, including emails and phone calls, and direct inquiries to appropriate team members.
- Support the processing of accounts payable and receivable documentation under the guidance of department staff.
- Schedule meetings, maintain calendars, and coordinate travel arrangements for department personnel.
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Repairs & Services

- Assist in maintaining accurate records of vendor and customer interactions, including updating databases and systems.
- Provide general office support, including ordering supplies, maintaining office equipment, and managing mail distribution.
- Help with reconciliation tasks and basic financial reporting, as directed by senior team members.
- Participate in cross-training opportunities to gain exposure to various finance and administrative functions.
- Support departmental projects and perform other administrative duties as assigned.

Preferred Qualifications:

- **Education:** High school diploma or equivalent required. Associate's degree in Business, Administration, or a related field is a plus.
- **Experience:** 1-2 years of experience in an administrative, clerical, or office support role. Exposure to accounting or finance environments is helpful but not required.
- **Technical Knowledge:** Basic understanding of administrative functions and office management practices. Familiarity with accounts payable/receivable, general accounting principles, or willingness to learn.
- **Technical Proficiency:** Proficiency in Microsoft Office applications (Word, Excel, Outlook). Ability to learn new software systems and adapt to department-specific tools.