

JOB DESCRIPTION

Title: Administrative Assistant **Dept:**

Reports to: **Location:**

Classification:

Position Summary:

Provides administrative support to the branch offices, greets visitors, and assists in the application processes within the branch.

Responsibilities and Tasks:

- Responsible for greeting visitors and determining the appropriate application and evaluation processes to be utilized.
- Handles incoming and outgoing calls in appropriate and professional manner.
- Maintains accurate records of applicant traffic.
- Sources candidate resumes and adds them to the database.
- Maintains and develops appropriate job descriptions for Internet advertising.
- Efficiently utilizes web-based job boards to source candidates.
- Supports branch recruiting efforts by developing Internet-based recruiting campaigns.
- Maintains adequate supplies of forms, orientation material, and office supplies.
- May help with payroll-related functions as required by the branch location.
- Completes all required documentation as requested by management.
- Responsible for working well with others and maintaining positive attitude within a team environment.
- Participates in and successfully completes all training classes as required by management in a timely manner.
- Adheres to company Computer & Internet Usage Policy.
- Performs other related duties and projects as assigned.

Knowledge and Education:

- High school diploma or GED. Some college courses in business-related field is helpful.
- Previous work experience in a staffing or recruiting-related position is preferred.
- Computer literate with a working knowledge of Windows-based programs.
- Excellent written and verbal communication skills.
- Excellent organizational, interpersonal, customer service, and telephone skills.

Skills:

- **Reading comprehension** – understanding written sentences and paragraphs in work-related documents.
- **Active listening** – giving full attention to what others are saying, taking the time to understand the points being made, asking questions as appropriate, and not interrupting in inappropriate times.
- **Critical thinking** – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Speaking** – talking to others to convey information effectively.
- **Customer service** – able to provide great customer service, in person and via telephone or other electronic means, by utilizing strong interpersonal skills.
- **Organizing** – ability to independently plan and carry out a daily agenda with limited supervision.
- **Multi-tasking** – proven ability to carry out several tasks

Attributes:

- **Oral comprehension** – the ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Written comprehension** – the ability to read and understand information and ideas presented in writing.
- **Oral expression** – the ability to communicate information and ideas in speaking so others will understand.
- **Written expression** – the ability to communicate information and ideas in writing so others will understand.
- **Deductive reasoning** – the ability to apply general rules to specific problems to produce answers that make sense.

Working Conditions:

- Position is carried out in an office environment.
- May travel occasionally to various branch offices or training sites.
- Must maintain current driver's license and personal automobile insurance.

SAMPLE