

Atlantic Broadband

Job Description

Job Title: Administrative Assistant

Department:

Reports To: Designated Supervisor

FLSA Status: Non Exempt

Prepared By: Human Resources

Prepared Date: 09/22/05

Approved By: Human Resources

Approved Date: 09/22/05

Summary Assist the department in the relief of clerical work and minor administrative and business detail.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Organize and maintain file system, file correspondence and other records.

Coordinate manager's schedule and make appointments.

Greet scheduled visitors and conduct to appropriate area or person when applicable.

Receive, sort, and route mail, maintain and route publications when applicable.

Arrange and coordinate travel schedules and reservations.

Coordinate and arrange meetings, prepare agenda, reserve and prepare facilities.

Make copies of correspondence or other printed materials.

Prepare outgoing mail and correspondence, including e-mail and fax.

Order and maintains supplies.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

No competency or factor selected.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

None.

Other Skills and Abilities

None.

Other Qualifications

None.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.