Staff Assistant

Name: TBD
Career Level: GS(0303) – 2/7

Role and Responsibilities:

The Staff Assistant's general responsibility is to provide administrative support to the Chief of Staff, Senior Specialisty and Administrative Services Director

- Greeting all clients, employees and visitors
- Receives and distributes incoming mail, packages, and courier parcels
- Performs deliverable runs
- Answer all incoming calls to the main office number, redirect calls and take messages
- Makes travel arrangements for Immediate Office staff
- Manages scheduled meetings, conferences, etc for Immediat Office staff
- Conference room setup management
- Assist in ordering office supplies
- Updating site phone listing as assigned
- Incoming and outgoing mail/courier coordination
- Maintaining and scheduling the corporate conference rooms
- Assist staff with manager approved projects: time and attendance forms, deliverable assistance, etc.
- - Performs other related duties as directed by supervisor
- Coordinate weekly reports
- Provide back-up logistical support for off-site meetings

Skills:

As first point of contact, enthusiasm is required as well as being a hard working team player that can work well in supporting an exciting and revolving environment. Specifically:

- Coordination and organizational skills
- Shows initiative in work assigned
- Understands office logistics
- Basic computer skills

Interfaces:

INTERNAL

- Front office personnel (to include: GM, CoS, Senior Specialist)
- Back up to Immediate Office personnel (to include: Office Administrator, Director, etc)

EXTERNAL

- Walk-in Customers
- Travel office
- Vendors/Consultants

Goals/Expectations:

1. Implement project support availability process to employees through supervisor approval
2. Gain applications training endorsement for receptionist position
3. Provide effective, proactive support to Office Manager and team at all times