

Division Administrative/Project Assistant

Job Responsibilities:

Provides administrative and office support services for senior-level operations managers and multiple operations supervisors.

Job Duties:

- Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
- Prepares reports and financial data
- Prepares project budgets and ensures that they meet all necessary protocols.
- Organize and maintain project files and databases
- Provides historical reference by developing and utilizing filing and retrieval systems
- Creates, files, and enters project operational and administrative data.
- Sorts, prepares, scans, and verifies documents and indexes images.
- Maintains facility supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Fields telephone calls.
- Sorts and distributes incoming and outgoing correspondence.
- Operates manual and electronic mailing equipment.
- Interacts with courier companies
- Oversees the maintenance of the building, security and office equipment.
- Provides information by answering questions and requests.
- Contributes to team effort by accomplishing related results as needed.

Skills and Qualifications:

Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, HCSS HeavyJob, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication. Project coordination experience, and the ability to work well with all levels of internal management and staff, outside clients and vendors.