



HAMPTON ROADS COMMUNITY ACTION PROGRAM

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

Job Description **Administrative Secretary**

PURPOSE OF THE POSITION: To organize and maintain the Executive Director's schedule and assist with a variety of administrative tasks. To contribute to the efficiency of the overall organization by ensuring assigned administrative duties are carried out timely and efficiently.

SUPERVISOR: Executive Director

QUALIFICATIONS:

- Proven experience as administrative secretary or similar administrative role
- Proficient in MS Office and "back-office" software
- In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of community action programs
- Familiarity with basic research methods and reporting techniques
- Excellent organizational and time-management skills
- Outstanding communication and negotiation abilities
- Integrity and confidentiality
- High school diploma and five years of experience as an administrative secretary or similar administrative role; or Associates degree in business administration or related field with 3 years of proven experience as an administrative secretary or similar administrative role

DUTIES INCLUDE:

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attend meetings and keep minutes
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Make travel arrangements for executives
- Handle confidential documents ensuring they remain secure
- Prepare invoices or financial statements and provide assistance in bookkeeping
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Conduct research and prepare presentations or reports
- Other duties as assigned