

POSITION DESCRIPTION

TITLE Administrative Assistant

DATE January 29, 2012

COMPANY Optimus Performance

DEPARTMENT Administration

REPORTS TO President, Stephen Goldberg

COMMUNICATES WITH President, Associates, Office Manager, clients, suppliers

SUMMARY OF OVERALL ROLE AND RESPONSIBILITIES

The purpose of this role is to support the smooth functioning of the company and assist the president by taking responsibility for all administrative tasks. This includes providing customer support, fulfilling client and associate requests and preparing marketing materials as required. By completing the following tasks well, this person will free the president to focus on sales activities and on delivery training and coaching services to clients.

SPECIFIC DUTIES & TASKS:

1. Word-processing of documents
2. Data compilation and record keeping
3. Assist in preparation of proposals
4. Prepare correspondence and marketing material
5. Prepare PowerPoint presentations
6. Send faxes and make copies
7. File documents and records, both paper and electronic
8. Track activities
9. Research information via telephone and internet
10. Post bills into accounting software
11. Call clients to remind for payment of invoices
12. Make calls to collect outstanding invoices from clients
13. Do inventory to assess office supply needs
14. Order material from suppliers
15. Create forms on computer
16. Back-up computer programs and files
17. Translate documents (provide drafts)
18. Serve customers
19. Follow-up with customers
20. Schedule appointments with customers and facilitators/consultants
21. Keep computer well maintained
22. Keep office presentable & in good order

KNOWLEDGE AND/OR SKILLS ESSENTIAL

1. Attentive to detail
2. Takes care to complete tasks fully and well
3. Good computer skills in Windows Office Suite especially Word & Excel
4. Well organized
5. Bilingual
6. Responsible attitude

KNOWLEDGE AND/OR SKILLS DESIRABLE

Advanced PowerPoint skills

MINIMUM PERFORMANCE STANDARDS

Word-process documents as required
Filing is done accurately and punctually
Keep files and records well organized
Bills posted are detailed and correct
Prepare proposals according to defined structure and methods
Order materials to arrive when needed