Apply Now: <http://ezappjob.com/administrative-assistant-503>

Administrative Assistant

TASK

* Use computers for various applications, such as database management or word processing.
* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Create, maintain, and enter information into databases.
* Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
* Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.

* **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
* **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
* **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
* **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
* **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

[**Skills**](http://www.onetonline.org/link/summary/43-6014.00#menu)

 5 of 11 displayed

* **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
* **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
* **Speaking** — Talking to others to convey information effectively.
* **Time Management** — Managing one's own time and the time of others.

[**Abilities**](http://www.onetonline.org/link/summary/43-6014.00#menu)

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* **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
* **Near Vision** — The ability to see details at close range (within a few feet of the observer).
* **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
* **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
* **Written Expression** — The ability to communicate information and ideas in writing so others will understand.

**Work Activities**

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* **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
* **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
* **Performing Administrative Activities** — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
* **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
* **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

**Detailed Work Activities**

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* Execute sales or other financial transactions.
* Collect deposits, payments or fees.
* Enter information into databases or software programs.
* Proofread documents, records, or other files to ensure accuracy.

Answer telephones to direct calls or provide information.

REQUIREMENTS

High School Diploma or Equivalent and at least 5 years related experience.

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