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)

 5 of 12 displayed

* **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**

 5 of 17 displayed

* **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**

 5 of 35 displayed

* 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.

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

Administrative Assistant

TASK

* Use computers for various applications, such as database management or word processing.[See more occupations related to this task.](http://www.onetonline.org/link/moreinfo/task/20280?r=summary&j=43-6014.00)
* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.[See more occupations related to this task.](http://www.onetonline.org/link/moreinfo/task/2790?r=summary&j=43-6014.00)
* Create, maintain, and enter information into databases.[See more occupations related to this task.](http://www.onetonline.org/link/moreinfo/task/20281?r=summary&j=43-6014.00)
* Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.[See more occupations related to this task.](http://www.onetonline.org/link/moreinfo/task/20282?r=summary&j=43-6014.00)
* 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.[See more occupations related to this knowledge.](http://www.onetonline.org/link/moreinfo/knowledge/2.C.1.b?r=summary&j=43-6014.00)
* **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.[See more occupations related to this knowledge.](http://www.onetonline.org/link/moreinfo/knowledge/2.C.7.a?r=summary&j=43-6014.00)
* **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.[See more occupations related to this knowledge.](http://www.onetonline.org/link/moreinfo/knowledge/2.C.1.e?r=summary&j=43-6014.00)
* **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.[See more occupations related to this knowledge.](http://www.onetonline.org/link/moreinfo/knowledge/2.C.3.a?r=summary&j=43-6014.00)
* **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.[See more occupations related to this knowledge.](http://www.onetonline.org/link/moreinfo/knowledge/2.C.1.a?r=summary&j=43-6014.00)

[back to top](http://www.onetonline.org/link/summary/43-6014.00" \l "menu)

**Skills**

[Show all](http://www.onetonline.org/link/summary/43-6014.00) 5 of 11 displayed

* **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.[See more occupations related to this skill.](http://www.onetonline.org/link/moreinfo/skills/2.A.1.c?r=summary&j=43-6014.00)
* **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.[See more occupations related to this skill.](http://www.onetonline.org/link/moreinfo/skills/2.A.1.b?r=summary&j=43-6014.00)
* **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.[See more occupations related to this skill.](http://www.onetonline.org/link/moreinfo/skills/2.A.1.a?r=summary&j=43-6014.00)
* **Speaking** — Talking to others to convey information effectively.[See more occupations related to this skill.](http://www.onetonline.org/link/moreinfo/skills/2.A.1.d?r=summary&j=43-6014.00)
* **Time Management** — Managing one's own time and the time of others.[See more occupations related to this skill.](http://www.onetonline.org/link/moreinfo/skills/2.B.5.a?r=summary&j=43-6014.00)

[back to top](http://www.onetonline.org/link/summary/43-6014.00" \l "menu)

**Abilities**

[Show all](http://www.onetonline.org/link/summary/43-6014.00) 5 of 12 displayed

* **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.[See more occupations related to this ability.](http://www.onetonline.org/link/moreinfo/abilities/1.A.1.a.1?r=summary&j=43-6014.00)
* **Near Vision** — The ability to see details at close range (within a few feet of the observer).[See more occupations related to this ability.](http://www.onetonline.org/link/moreinfo/abilities/1.A.4.a.1?r=summary&j=43-6014.00)
* **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.[See more occupations related to this ability.](http://www.onetonline.org/link/moreinfo/abilities/1.A.1.a.3?r=summary&j=43-6014.00)
* **Written Comprehension** — The ability to read and understand information and ideas presented in writing.[See more occupations related to this ability.](http://www.onetonline.org/link/moreinfo/abilities/1.A.1.a.2?r=summary&j=43-6014.00)
* **Written Expression** — The ability to communicate information and ideas in writing so others will understand.[See more occupations related to this ability.](http://www.onetonline.org/link/moreinfo/abilities/1.A.1.a.4?r=summary&j=43-6014.00)

[back to top](http://www.onetonline.org/link/summary/43-6014.00" \l "menu)

**Work Activities**

[Show all](http://www.onetonline.org/link/summary/43-6014.00) 5 of 17 displayed

* **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.[See more occupations related to this activity.](http://www.onetonline.org/link/moreinfo/workactivities/4.A.3.b.1?r=summary&j=43-6014.00)
* **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.[See more occupations related to this activity.](http://www.onetonline.org/link/moreinfo/workactivities/4.A.1.a.1?r=summary&j=43-6014.00)
* **Performing Administrative Activities** — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.[See more occupations related to this activity.](http://www.onetonline.org/link/moreinfo/workactivities/4.A.4.c.1?r=summary&j=43-6014.00)
* **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.[See more occupations related to this activity.](http://www.onetonline.org/link/moreinfo/workactivities/4.A.4.a.2?r=summary&j=43-6014.00)
* **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.[See more occupations related to this activity.](http://www.onetonline.org/link/moreinfo/workactivities/4.A.4.a.4?r=summary&j=43-6014.00)

[back to top](http://www.onetonline.org/link/summary/43-6014.00" \l "menu)

**Detailed Work Activities**

[Show all](http://www.onetonline.org/link/summary/43-6014.00) 5 of 35 displayed

* Execute sales or other financial transactions.[See more occupations related to this activity.](http://www.onetonline.org/link/moreinfo/dwa/4.A.4.c.1.I03.D04?r=summary&j=43-6014.00)
* Collect deposits, payments or fees.[See more occupations related to this activity.](http://www.onetonline.org/link/moreinfo/dwa/4.A.4.c.3.I04.D01?r=summary&j=43-6014.00)
* Enter information into databases or software programs.[See more occupations related to this activity.](http://www.onetonline.org/link/moreinfo/dwa/4.A.3.b.1.I06.D06?r=summary&j=43-6014.00)
* Proofread documents, records, or other files to ensure accuracy.[See more occupations related to this activity.](http://www.onetonline.org/link/moreinfo/dwa/4.A.2.a.3.I01.D08?r=summary&j=43-6014.00)

Answer telephones to direct calls or provide information.

REQUIREMENTS

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