



Cow Creek Government Office

Position Description

Position Title: Facilities Administrative Assistant

Department: Administration

Reports To: Facility Director

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Facilities Assistant - Provides administrative, clerical and building maintenance support to the Facility Director. Duties require independent judgment with an understanding of Facilities Department functions. Handles confidential and sensitive information related to a wide variety of topics.

The position also requires excellent organizational skills to maintain files, schedule appointments, and keep accurate records of incoming calls, mail, and fax. Proficiency is also required with use of a multi-line phone system and standard office equipment including computer related hardware and software.

ESSENTIAL FUNCTIONS:

- Perform general office duties and clerical support to Facility Director.
- Develops and maintains an efficient filing system to make updating and retrieving files easier.
- Ensures accuracy of information by proofing data prior to copying and disseminating.
- Enters check requests into the accounting system.
- Duplicates, assembles and distributes a variety of documents.
- Maintains confidentiality information in verbal, written and electronic information. Limits access to information on a job-related, need-to-know basis.
- Learn and maintain non-capital equipment inventory data base software.
- Greet and announce guests in a professional manner.
- Answer and route calls on a multi-line phone system
- Take complete and accurate messages.
- Order and maintain general inventory of office supplies.
- Generates professional correspondence at all times.
- Other duties, as required.

QUALIFICATIONS:

- High School Diploma or GED required.
- 2 years' experience working in a professional office environment.
- Intermediate skills with Microsoft applications required, including Word, PowerPoint and Excel.
- Ability to type 60+ wpm.

- Must have excellent organization skills as well as be able to multi-task.
- Must be able to perform tasks with speed and accuracy.
- Must possess excellent communication skills, including verbal and written.
- Possess the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Requires the ability to independently perform all of the duties of the position efficiently and effectively.
- Understanding of accounting systems and controls, accurate data entry skills.
- Strong filing and organizational/prioritization skills.
- Ability to adjust to quickly changing duties and assignments.
- Must have a current valid Oregon Drivers' License.