

## JOB DESCRIPTION

Position Title: Administrative Assistant III  
Department: Administration  
FLSA: Non-Exempt  
Reports to: Administration Supervisor

### Description

Assist Administration Supervisor and Account Executives with various clerical duties

### Skills / Knowledge Requirements

- 1-2 years College or Business School Education AND/OR
- 4+ years of Work Experience in Office Administration
- Type 50-60 WPM
- 10 Key by Touch
- Computer Literate in Word and Excel (Intermediate) and other Microsoft applications
- Excellent Communications skills-verbal and written
- Excellent Customer Service and Phone Etiquette skills
- Excellent Organizational Skills and able to Multi-task
- Strong Concentration, Listening and Problem-Solving Skills
- Able to keep matters "confidential"
- A Team Worker

### Duties

- Able to handle trustees, professionals, vendors, etc. in a professional and courteous manner
- Photocopying, scanning and faxing of documents for Supervisor and Account Executives as needed
- Assist in preparation of Trust meeting materials for various meetings
- Assist in reviewing, proofing and finalizing all client Funds meeting minutes
- Prepare and finalize all client Trust Funds meeting agendas
- Coordinate and finalize hotel information for Client Trust meetings
- Coordinate and finalize lunches for Client Trust meetings
- Handling of Conference preparations and Trustee Travel Requests for all Trust Funds and ensure compliance with various client funds' travel policies
- Handling of Trustees post-conference Expense reports
- Process Admin Department incoming mail
- Mailouts of memos and correspondence
- Able to compose emails, letters to Trustees and Fund Professionals
- Maintain address label file and update Trustee listings for all Trust Funds as needed and email to Trustees, Professionals and internal staff
- Phone call/email reminders to all Trustees and Professionals for meetings
- Prepare meeting attendance rosters
- Coordinate trustee signatures on documents with Trustees and/or professionals and coordinate with courier for delivery
- Coordinate supply ordering/review of inventory
- Maintain filing of all Trust records for all Trust Funds
- Assist and coordinate in preparation for Fund Audits
- Attend Admin Group meetings
- Assist and coordinate in special projects (Trustee Handbooks, Employee Functions, etc.)
- Assist supervisor in pre-planning of Administration Department tasks
- Must be proficient in Admin Assistant IV job description
- Able to handle daily activities in the absence of the Administration Supervisor

### Other Duties

- Other duties as assigned by the Administration Supervisor and the Account Executives.

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Physical Demands

- Carrying, loading and transporting supplies, (ex: meeting agenda book/supplies to mailroom; putting away special printing order boxes received from special printing vendor (box weight could be as much as 50 pounds)
- Lifting and carrying file boxes within the office

Working Conditions

- Indoors, air-conditioned office.

Work Shift

- Monday to Friday, 8:30 AM – 4:30 PM, 1 hour unpaid lunch
- The duties assigned will (may) involve situations that will (may) require over time
- Weekends as needed for client meetings, benefit fairs or educational conferences.

Accepted By: \_\_\_\_\_  
Employee's Signature Date

*The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.*