

JOB DESCRIPTION

Position Title: Administrative Assistant II
Department: Administration
FLSA: Non-Exempt
Reports to: Administration Supervisor and Account Executives
Salary: \$23.00/hour

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 work with minimum supervision efficiently, accurately, and quantitatively
- 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
- Preparation of Trust meeting materials for various meetings
- Review, proof and finalize all client Funds meeting minutes
- Prepare and finalize all client Trust Funds meeting agendas
- Coordinate and schedule Trust Fund and other meetings as directed
- Scheduling and calendaring of all Trust meetings and reminders (for meeting preparations and input onto company's intranet calendar)
- Coordinate and schedule annual investment manager schedules for various Client Trust Funds
- Coordinate and finalize hotel information for Client Trust meetings
- Coordinate and finalize lunches for Client Trust meetings
- Process and finalize all aspects 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 in review of all aspects of client Funds insurance matters as needed
- Assist and coordinate in all aspects in preparation for Fund Audits
- Attend Admin Group meetings
- Assist in coordinating and finalizing special projects (Trustee Handbooks, Employee Functions, etc.)

- Assist supervisor in pre-planning of Administration Department tasks
- Interact with various fund office and operations staff to communicate directives from Trustees and Fund Professionals
- Serve as client Trust Fund account resource person for office personnel
- Must be proficient in Admin Assistant II, III and IV job description
- Accept complaint calls in the absence of the Administration Supervisor
- 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.

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.

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