Job Summary

Company

[PORTCO, Inc](https://jobs.localjobnetwork.com/company/profile/PORTCO-Inc/034A62DACF614DED9842506AF81E8FBE)

Employment Term and Type

Regular, Part Time

Hours per Week

25-30

Work Hours (i.e. shift)

10 am to 2 pm

Salary and Benefits

16.92

Required Education

High School or Equivalent

Required Experience

1+ years

Administrative Office Assistant - Washington, DC 000019

Washington, DC

Job Description

**Main Function**:  Under the direct supervision of the Office Manager, this position provides support for the Administrative Staff.  In addition to typing, filing and scheduling this position includes performing duties such as financial record keeping, payroll, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings and working on special projects.  Also, answering non-routine correspondence and assembling highly confidential and sensitive information.  Effectively dealing with a diverse group of external callers and visitors as well as internal contacts at all levels of the organization is extremely important.  Independent judgment is required to plan, prioritize, and organize.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

                  1.  Schedules and organizes complex activities such as meetings, travel, conferences and department activities for all members of the Administrative department.

                  2.  Performs desktop publishing.  Creates and develops visual presentations for training or other purposes.

                  3.  Establishes, develops, maintains and updates filing systems for the Finance and Human Resources Departments.  Retrieves information from files when needed.

                  4.  Answers and transfers incoming calls to appropriate personnel.

                  5.  Greets visitors to PORTCO and responds to routine questions or requests.

                  6.  Works independently as well as within a team on special non-recurring and ongoing projects.  Acts as a project manager for special projects, at the request of the Executive or Deputy Director, which may include:  planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures, etc.

                  7.  Types and designs general correspondence, letters, memorandums, forms, charts, tables, graphs, business plans, etc.  Able to proofread and make appropriate changes checking for spelling, grammar, and layout.  Responsible for accuracy and clarity of the final copy.

                  8.  Provides detail collecting and tracking of receipts for all company credit cards and data entry into QuickBooks.  First point of contact with check and balance of credit cards ensuring accuracy of spending and accountability are in place.

                  9.  Assists with Accounts Payables/Receivables by collecting data for A/P checks, entering bills into QuickBooks, printing checks, and delivering checks for signature.  Also verifies checks are valid and have been signed by authorized individuals.
              10.  Enters DMAS and Voucher claims billing for proper reimbursement.

              11.  Completes all aspects of payroll processing by verifying accuracy of time sheets collected, organizing time sheets, verifying leave requests, entering payroll data, confirming payroll preview and sorting/mailing of paychecks.

              12.  Prepares and submits Wage and Employment Verifications.

              13.  Prepares and organizes all necessary compliance and regulatory information, policies, and other pertinent information as required.

              14.  Acts as the primary mail custodian.  Responsible for daily collecting of incoming mail and delivery of outgoing mail to post office as needed.

**QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS:**

1. Work requires an extensive knowledge of business and an excellent command of the English language.

1. Must have knowledge of secretarial, office administrative procedures, and knowledge of use and operation of standard office equipment, at a level generally acquired through 5+ years related experience.

1. Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software.

1. Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.

1. Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.

1. Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.

1. Position requires that incumbent utilizes time wisely and effectively.  Use of internet and telephone (land line or cell) should be primarily for work related subject matter.  Personal use should be strictly limited.

*General:*
The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.  The candidate must also be able to:

1. Work in a fast-paced environment with demonstrated ability to manage and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

1. Maintain open, professional communication with staff, employees and other stakeholders.

1. Assist or find appropriate assistance to make accommodations for disabled individuals in order to ensure access to the organization's services (may include: visitors, employees, or others).

1. Other duties as assigned.

**Qualifications:**

     Five plus years of related experience OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

**Location:**

     Work will be performed primarily at the PORTCO Administrative Offices in Portsmouth, VA. Some travel to different work sites and to local or out of town training is required.  Out of town travel is less than 10 days per year.

**Competencies:**

     To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

                \*Analytical –synthesizes complex or diverse information

\*Problem Solving – identifies and resolves problems in a timely manner and skillfully gathers and analyzes information

                \*Oral Communication – speaks clearly and persuasively in positive and negative situations

                \*Leadership – inspires and motivates other to perform well, accepts feedback

                \*Quality Management – looks for ways to improve and promote quality and demonstrates accuracy and thoroughness

                \*Judgment – displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions

                \*Planning/organizing – prioritizes and plans work activities, uses time efficiently and develops realistic action plans

                \*Safety and security – actively promotes and personally observes safety and security procedures and uses equipment and materials properly

                \*Language Skills – ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents.  Ability to respond to common inquiries or complaints from stake holders, regulatory agencies or member of the business community.  Ability to write effectively and present information to Executive Management, public groups and/or Board of Directors.

**Physical Demands:**

     The physical demands descried here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear.  The employee must occasionally lift and/or move up to 25 lbs.  Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
**Work Environment:**

     Work environment characteristic described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

     While performing the duties of this job, the employee is minimally exposed to weather conditions prevalent at the time.

     The noise level in the work environment is usually low to moderate.

*Information regarding vacation, rate of pay and other benefits available in hire package.*

PORTCO is an Equal Opportunity Employer. Minorities, Women, Veterans and Individuals with disabilities are encouraged to apply.