



Job Title:	Administrative Assistant	Job Category:	Non-Exempt
Department/Group:	Administrative and Finance Divisions	Job Code/ Req#:	N/A
Location:	Akron, Ohio	Travel Required:	Occasional
Level/Salary Range: <i>(The salary range may be adjusted for applicants who do not meet the desired qualifications).</i>	\$40,000 - \$43,000 Salary Commensurate with Experience and Desired Qualifications.	Position Type:	Full Time
Job Description			

SUMMARY

This position provides executive support to both the Chief Administrative Officer (CAO) and the Chief Financial Officer (CFO). The Administrative Assistant will exercise independent judgment in a variety of situations, with strong administrative, organizational, and both written and verbal communication skills. The individual will need to maintain a proper balance among multiple priorities. This Administrative Assistant will work independently on projects from conception to completion, will work under occasional time pressure, will need to be able handle a wide variety of activities, and act in a confidential nature.

ROLE AND RESPONSIBILITIES

Primary Responsibilities:

- Completes a broad variety of administrative tasks for the CAO and CFO including: managing calendars of appointments and meetings; completing expense reports; composing and preparing correspondence; arranging travel plan details and itineraries; establishing and maintaining files; and monitoring leave requests and timesheets as well as other work-related documentation pertaining to the Chief's direct reports.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the Administration and Finance divisions.
- Work closely and effectively with the Administrative and Finance divisions on monthly reporting, audits, compliance, and special projects.
- Handles all confidential and classified matters with a high level of discretion.
- High level written and verbal communication skills.
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting personal correspondence, and other tasks.

- Prioritize conflicting needs; handle matters expeditiously and discretely, be proactive, and able to follow projects through to their completion, sometimes with deadline pressure.
- Consistent and reliable attendance in the office is essential for the success of this role due to the high level of collaboration required.
- Assist the Employee Engagement Center (EEC) and Public Relations and Marketing department with employee and public events; coordinate other special projects relevant to METRO RTA, and aid the Customer Care department as directed.
- Receives incoming communications on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Assist the Finance and Information Technologies departments with projects and other tasks as needed.
- Excellent organizational skills and attentional to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including both internal team members and external partners and constituents.
- Able to demonstrate the highest level of customer/client service and response.
- Able to adapt and prioritize various competing demands.
- Demonstrated proactive approaches to problem solving with strong decision-making capability.
- Emotional maturity.

Additional Responsibilities:

- Demonstrated knowledge in Microsoft Office Suite Products: Excel, Word, PowerPoint, and Outlook.
- Knowledge of operating basic office equipment.
- Performs office tasks including ordering supplies through the Procurement department.
- Assist with employee and public events
- Support other functions as assigned.
- Perform other tasks as needed.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School diploma or equivalent; strong work tenure in a related field or 2 to 4 years of relevant support experience at the senior leadership level, preferably in public administration or a non-profit agency. Experience and interest in internal and external communications.

PREFERRED SKILLS

- Answer and direct phone calls.
- Receive and distribute mail.
- Schedule and organize appointments.
- Attend meetings and take minutes.
- Proofread and type documents and correspondence.
- Processes paperwork for employment related matters.
- Assist with preparation of reports such as attendance, new hire, and turnover report.
- Prepare purchase orders.
- Serve as the back up to CEO's administrative coordinator.
- Perform other related duties as assigned.
- Strong work etiquette.