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SUMMARY OF FUNCTIONS

Responsible for performing a variety of administrative, office, and clerical functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides administrative assistance to the President and other company officers as required or as requested including word processing, transcription, information research, filing, taking and directing telephone messages. Drafts memos, financial and other reports as appropriate. Makes arrangements and assists with executive management meetings, conferences and board of directors meetings.
- Schedules and performs word processing and spreadsheet activities; formats, revises and prints out final copies of complex documents for other employees.
- Maintains and manages computer network and ensures appropriate back-up and storage of computer files. Trains employees and assists with questions or problems related to computer hardware/software. Coordinates with outside computer programmers, consultants and contractors.
- Responsible for operating and maintaining office equipment; arranges for repairs when necessary. Makes recommendations for new or additional office equipment as appropriate. Supervises receptionist and performs duties in receptionist's absence.
- Responsible for developing, implementing and updating office policies and procedures including scheduling appointments, processing mail, answering phones, and ordering supplies.
- Coordinates all travel arrangements for the company; researches and makes flight, hotel, and rental car reservations in accordance with company policies and to obtain the most economical and efficient travel. Creates travel itinerary and schedules in accordance with authorized travel requests.
- Performs other administrative or office duties or projects as required or as assigned.

ORGANIZATIONAL RELATIONSHIPS

Reports directly to Vice President of Finance and Administration. Assists and coordinates activities with the President and other managers in the company. Supervises Receptionist.

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Are You Looking for an Administrative Job? Catherine R. Cameron, 2013-01-04 CRAWFORDVILLE FLA After working in the business world for 43 years Catherine R Cameron has seen her fair share of resumes run across her desk Now she takes her wealth of experience and pens her new book Are you looking for an administrative job From Resume to Job Ready published by Trafford Publishing Cameron has created a how to book that helps get job hunters from the resume to job ready and be able to successfully function in a business environment There are books on how to prepare a resume questions and answers about different subjects not one that blends it all Cameron explains on the uniqueness of Are you looking for an administrative job Are you looking for an administrative job is especially helpful in support of administrative receptionists secretaries and administrative assistants Are you looking for an administrative job From Resume to Job Ready By Catherine R Cameron Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2012 A treasure trove of practical tips and invaluable tools for administrative professionals it doesn't get much better than this book BookViews.com Administrative Assistant's & Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2004 The most thorough career guide for administrative professionals now addresses the latest issues in a new second edition

Blackwell's Five-Minute Veterinary Practice Management Consult Lowell Ackerman, 2013-08-29 Blackwell's Five Minute Veterinary Practice Management Consult Second Edition has been extensively updated and expanded with 55 new topics covering subjects such as online technologies hospice care mobile practices compassion fatigue practice profitability and more Carefully formatted using the popular Five Minute Veterinary Consult style the book offers fast access to authoritative information on all aspects of practice management This Second Edition is an essential tool for running a practice increasing revenue and managing staff in today's veterinary practice Addressing topics ranging from client communication and management to legal issues financial management and human resources the book is an invaluable resource for business management advice applicable to veterinary practice Sample forms and further resources are now available on a companion website Veterinarians and practice managers alike will find this book a comprehensive yet user friendly guide for success in today's challenging business environment Position Classification Standards United States. Office of Personnel Management. Office of Classification, 1990 *Interagency Training Program Catalog* United States Civil Service Commission. Bureau of Training, 1979 **Principles of Management for the Hospitality Industry** Dana Tesone, 2012-05-23 Improve your professional management vocabulary with definitions in each chapter and a complete glossary of terms Visualise key concepts with over one hundred explanatory diagrams Gain confidence by testing your understanding on the accompanying website Practical applications of theory are illustrated in international case studies throughout the book Discussion questions prompt an exploration of key concepts *Lippincott Williams and Wilkins' Administrative Medical Assisting* Laura Southard Durham, 2008 Lippincott Williams Wilkins Administrative Medical Assisting

Second Edition teaches students the theory and skills to become effective medical office assistants The text and ancillary resources address all the required administrative competencies for CAAHEP and ABHES program accreditation The book includes critical thinking questions and is written for maximum readability with a full color layout over 100 illustrations and boxes to highlight key points A bound in CD ROM and a companion Website include CMA RMA exam preparation questions an English to Spanish audio glossary a clinical simulation administrative skill video clips competency evaluation forms and worksheets for practice A Skills DVD with demonstrations of the most important medical assisting skills is available separately An Instructor s Resource CD ROM and online instructor resources will be available gratis upon adoption of the text

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Interagency Training Catalog of Courses United States. Office of Personnel Management, 1979

Manual of Rules and Regulations ...: Organization and administration United States. Work Projects Administration, 1939

Guide to the White House Staff Shirley Anne Warshaw, 2013-03-27 Guide to the White House Staff is an insightful new work examining the evolution and current role of the White House staff It provides a study of executive legislative relations organizational behavior policy making and White House cabinet relations The work also makes an important contribution to the study of public administration for researchers seeking to understand the inner workings of the White House In eight thematically arranged chapters Guide to the White House Staff Reviews the early members of the White House staff and details the need statutory authorization and funding for staff expansion Addresses the creation of the Executive Office of the President EOP and a formal White House staff in 1939 Explores the statutes executive orders and succession of reorganization plans that shaped and refined the EOP Traces the evolution of White House staff from FDR to Obama and the specialization of staff across policy and political units Explores how presidential transitions have operated since Eisenhower created the position of chief of staff Explains the expansion of presidential in house policymaking structures beginning with national security and continuing with economic and domestic policy Covers the exodus of staff and the roles remaining staff played during the second terms of presidents Examines the

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Administrative Procedures for the Canadian Office Lauralee G. (Lauralee Gail) Kilgour, Lucy Mae Jennings, 1994

Construction Operations Manual of Policies and Procedures Andrew Civitello, Sidney Levy, 2007-10-09 Smooth the managerial side of running a small to mid sized contracting firm with this paperwork slashing time saving business boosting reference Readers will find methods strategies and tactics forms checklists and ready to copy letters laid out in a concise easy to follow format The new fourth edition offers 20% more forms and checklists covers the latest developments in construction management software along with new material on the Design Build process The CD ROM contains project delivery forms sample letters checklists and more *Industry Wage Survey*, 1967 Case Studies on Information Technology in Higher Education: Implications for Policy and Practice Petrides, Lisa Ann, 1999-07-01 Case Studies on Information Technology in Higher Education Implications for Policy and Practice is a collection of cases by researchers and practitioners that investigates examples of integrating IT in higher education examining both successes and failures in college and university settings Bulletin of the United States Bureau of Labor Statistics, 1989 Area Wage Survey, 1991-06 **The Colorado School Journal**, 1915

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