

## Human Resources Policies and Procedures Manual

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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.

# Sample Desk Manual Administrative Assistant

**Shirley Anne Warshaw**



## **Sample Desk Manual Administrative Assistant:**

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*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

*Interagency Training Program Catalog* United States Civil Service Commission. Bureau of Training, 1979

Position Classification Standards United States. Office of Personnel Management. Office of Classification, 1990

*Governance, Risk, and Compliance Handbook for Oracle Applications* Nigel King, Adil R. Khan, 2012-08-24 The book is not organized by product rather by the governance and risk assurance processes A given product may be represented in multiple places within the book and a given process may contain multiple product references To ensure that we keep ourselves grounded in real problems the book is written as a journal of a fictional company establishing its governance processes It will introduce managers and directors responsible for various aspects of the governance risk and compliance problem and where that problem is exposed and how it is addressed in the

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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 post White House careers of staff Guide to the White House Staff also provides easily accessible biographies of key White House staff members who served the presidencies of Richard M Nixon through George W Bush This valuable new reference will find a home in collections supporting research on the American presidency public policy and public administration

Manual of Rules and Regulations

...: Organization and administration United States. Work Projects Administration,1939

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

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

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