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## GENERAL STAFFING SOLUTIONS

**POSITION TITLE:**

**Administrative Assistant and Secretaries**

**General Description:**

Schedules appointments, gives information to callers, takes dictation, performs computer skills and otherwise relieves officials of clerical work and minor administrative and business detail. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

**Skills/Duties:**

- Storing, retrieving and integrating information for dissemination to staff and clients
- Plan, schedule and organize meetings and appointments
- Organize and maintain paper and electronic files
- Manage projects
- Conduct and/or compile research
- Provide information using the telephone, postal mail and e-mail
- May handle travel arrangements
- Knowledge of facsimile machines, photocopiers and telephone systems
- Computer skills to create spreadsheets, compose correspondence, manage databases and create presentations, reports and documents by using an array of software and graphics
- Transcription duties as required
- Draft reports as requested

**Requirements:**

Requires a high school diploma with 0-3 years of experience in the field or in a related area. May require completion of a technical/vocational program or Community College.

**Reporting Relationship:**

Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**I have read the description of my professional responsibilities as an employee of GSN and agree to adhere to the standards described above.**

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**Signature**

**Date**