

## **ADMINISTRATIVE ASSISTANT TO THE GENERAL MANAGER**

### **SUMMARY:**

Provide project management and administrative support to the office of the General Manager. Deal with business matters that are highly confidential in nature. Act as liaison for GM which requires independent judgment and ability to deal with high-level contacts both within and outside the MCCA Facilities. Work without direct supervision and maintain working knowledge of the services within the facility by performing the following duties outlined below.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The General Manager may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

#### **Administrative:**

- Develops a comprehensive knowledge and understanding of the Authority's business activities, specifically the Operations Department
- Provides administrative support for the General Manager and members of the Operations team to include receiving and screening calls, arranging conference calls, receiving visitors, coordinating and arranging meetings, prepares agendas, and confidential correspondence, reserving and preparing conference room.
- Act as Liaison between the GM's office and contacts both internal and external.
- In conjunction with and in the absence of the Administrative Assistant/Office Manager is required to provide administrative support to Senior Executives to include receiving and screening calls, arranging conference calls, receiving visitors, coordinating and arranging meetings, prepares agendas, reserving and preparing conference room
- Arranges and coordinates travel schedules and reservation for the Operations/Sales Team.
- Maintains time and attendance records for the Operations Team.
- Performs special projects, conducts ad hoc research, creates statistical reports, and updates manuals, as requested by the GM
- Participates in the rotation for Receptionist coverage.
- Reads and routes incoming mail.
- Locates and attaches appropriate file to correspondence to be answered by the GM.
- Composes routine correspondence for the GM.

#### **General Support:**

- Maintains project timelines for department initiatives and helps the Operations team achieve results on planned deliverables
- Analyzes and organizes office operations and procedures such as filing systems, requisition of supplies, and other clerical services for the operations team.
- Assists in the production and distribution of monthly reports and PowerPoint presentations to the Board of Directors;
- Attends departmental meetings and promptly records, transcribes, and distributes minutes of meetings to concerned parties;
- Documents action items and follow-up activities from meetings, coordinates actions and tracks/ reports on status; and, Conducts research, compiles and types statistical reports and manuals.

- Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Prepares expense reports and purchase requisitions
- Works independently on special projects as needed

**SUPERVISION RECEIVED:** Supervision is provided by the General Manager; includes training, inspecting, assigning work, coaching, and performance evaluations.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION / EXPERIENCE:**

B/S with a minimum of five years' experience supporting management.

- A highly organized professional, capable of handling complex situations and discreet in handling confidential information. Excellent verbal and written communication skills.
- Proficient with all Microsoft Products and willing to learn and use new computerized systems. Individual should be energetic and focused.
- A positive and collaborative working-style is a must with a proven ability to multi-task, prioritize and meet deadlines.
- A well-organized individual who is a team player, and can relate to people at all levels of an organization, possesses excellent communication/customer service skills, flexibility and is committed to the MCCA's Mission.

**WORK SCHEDULE:** The work schedule for this position typically is a 40 hour work week consisting of 5/8 hour days, Monday through Friday, 9am to 5pm, however; the hours and days may fluctuate based upon the needs of a particular event or project, which would require the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays.

**DRESS CODE:** In order to project a professional image, and the level of dignity and decorum that is required when serving the public, appropriate dress and good grooming are expected of all employees.

To apply on line please visit: <https://home.eease.adp.com/recruit/?id=15400401>