

Job Title:	Administrative Assistant	Reports To:	Division Manager
Division:	Nashville	FLSA Classification:	Non-Exempt
Department:	Corporate	Salary Grade:	1

Position Purpose

Provide administrative and clerical support to facilitate the planning and coordinating of activities for a designated office.

Essential Functions and Responsibilities

Contract Administration

- Provides assistance to the project team(s) by aiding in clerical duties, accounting coordination, risk management coordination, contract administration, document control, and project closeout.
- Ensures designated project(s) are in accordance with company policies and procedures.
- Assists with any additional assigned duties.

Office Administration

- Provides assistance to office and project personnel by aiding in document control, fax, mail distribution, filing, general cleaning, running local errands, and archiving.
- Promptly and professionally greets all visitors and receives telephone calls from the switchboard (if needed).
- Procurement of office supplies, business cards, and mail supplies when needed.
- Responsible for invoice coding and office maintenance scheduling.
- Signs for deliveries when necessary and notifies recipients.
- Compile expense reports for Division personnel.
- Organizes and updates employee calendars and setup of general meetings when required.

Marketing & BD

- Assist with preparation of proposals to include printing, assembly, & delivery when necessary.
- Outreach to local schools and charities to organize Doster personnel participation in various events.
- Organize Doster hosted appreciation events with clients and vendors which may include meeting, dining, and travel itinerary's.
- Track, package, & ensure delivery of client gift program.

Project Management Assistance

- Work with project and corporate office personnel to help facilitate paperwork, ensure procedure compliance, and produce required reports.

Qualifications & Requirements

Education / Certification

Related education and/or experience

Recommended Work Experience

0 to 10 years

Recommended Knowledge, Skills, and Abilities

Knowledge of computer programs such as Microsoft Office, internet, and UPS; Skilled in communication, public relations, organization, teamwork, accuracy, attention to detail, time management, and assistance of others.

Working Conditions

Considerable local travel required; additional non-local travel may be required; Work with a group and/or team; Frequent conflict situations may be present.

Performance Measurements

- Annual Performance Review
- Regular Project Updates
- Internal and External Client/Customer Feedback