

Senior Administrative Assistant

Job Description

Reports To:	Chief Regional Officer
Supervisory Responsibilities?	Yes
Work Status	Full-Time
Effective Date	January 2024
Revision Date(s)	Month & Year

POSITION SUMMARY

The Senior Administrative Assistant will provide high-level administrative support by conducting research, handling information requests, performing clerical functions, and office management. This role involves advanced administrative tasks and requires excellent organizational, communication, and leadership skills.

Second Harvest Food Bank (SHFB) believes that each employee makes a significant contribution to the success of the company; that contribution should not be limited by the work identified, assigned tasks, and overall responsibilities. Each employee is expected to offer his/her talents, expertise, and services whenever necessary to ensure the achievement of company goals.

ACCOUNTABILITIES

- Manage and maintain the Chief Regional Officer's schedule, appointments, and travel arrangements. Handle confidential documents and correspondence. Assist with coordinating Advisory Committee meetings for Lafayette and Lake Charles and taking meeting minutes. Manage company vehicle schedule.
 - Conduct research, compile data, and prepare reports or presentations. Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail.
 - Act as the point of contact between executives and internal/external stakeholders. Coordinate and oversee office procedures.
 - Facilitate communication within the office and with external contacts. Answer and direct phone calls and emails. Draft, proofread, and edit correspondence and communications.
 - Maintain and organize electronic and physical filing systems. Ensure accuracy and compliance with established procedures.
 - Address administrative issues and inquires; recommend improvements in office efficiency. Assist colleagues whenever there is an opportunity to do so.
 - Comply with all SHFB policies and procedures.
 - Maintain a professional and courteous demeanor at all times; show good judgment and discretion.
 - Perform other duties and special projects as assigned to meet company needs.
 - Adhere to Second Harvest's Mission, Values Statements and Code of Conduct.
 - Maintains a professional, positive, and courteous demeanor.
 - Performs other duties as assigned to meet company needs.
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QUALIFICATIONS

Education: Bachelor's degree or equivalent combination of education and related experience.

Experience: Proven experience as a Senior Administrative Assistant or similar role, with at least five years of experience in administrative support positions.

Skills and Capabilities

The ideal candidate will possess many of these professional and personal abilities and attributes:

- Experience in Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Excellent verbal and written communication abilities. Strong interpersonal skills and the ability to interact effectively with individuals at all levels.
- Exceptional organizational and multitasking skills with the ability to prioritize tasks.
- High level of accuracy and attention to detail in all work aspects.
- Capable of working independently with minimum supervision.
- Ability to comprehend and follow instructions with the ability to "think on your feet."
- Must have own transportation and a valid driver's license.
- Commitment to company mission and values.

Allowable Substitutions: A combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Write a brief narrative of the working conditions of this position. Below is an example:

The primary office setting (located in the administrative area of the food bank) has high lighting levels, is temperature controlled, and has limited potential for hazards. This position requires being in the field 70% of the time, driving 10% of the time, and working in an office setting 20% of the time. A vehicle is necessary as is current auto insurance. Some travel for overnight trainings is required. Occasionally, warehouse duties for repack or salvage may be required as well as the need to respond to issues outside of normal working hours (e.g., special events, disaster response, etc.). Pushing, pulling, lifting, and/or carrying objects up to 25 pounds may be required. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment.

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By signing below, I acknowledge that I have read and understand this job description.

Employee's Printed Name

Employee's Signature

Date

The above statements are intended to describe the general nature and level of work performed by employees assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills. This job description does not constitute an employment agreement/contract between SHFB and the employee and is subject to change as the needs of the company and requirements of the job change.