



Example of Administrative Professional Job Description

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Our company is growing rapidly and is looking to fill the role of administrative professional. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for administrative professional

- Assists with mail responsibilities
- Ensures proper maintenance of office equipment
- Maintains inventory supplies
- Pulls standardized reports from (CORE)
- Develops and implements systems and methods for efficient management of office operations (e.g., establishes and maintains filing systems, ensures incoming and outgoing mail is handled properly and urgent items are addressed promptly)
- Responsible for knowledge of legal citations and legal briefing formats
- Reviews and prioritizes administrator's daily correspondence and emails
- Perform any required scanning, coding, document uploading, or database entry as needed
- Support the accounting team with data entry for Monthly Billing
- Ensure filing systems are maintained and current

Qualifications for administrative professional

- Strong hands-on experience with Microsoft suite of products
- THIS POSITION IS NON-EXEMPT (ELIGIBLE FOR OVERTIME) FROM THE FAIR LABOR STANDARDS ACT
- THIS POSITION IS UNCLASSIFIED (EXEMPT FROM THE CLASSIFIED

- THE APPLICANT IS REQUIRED TO PROVIDE DETAILS OF MINIMUM QUALIFICATIONS ON THE APPLICATION FORM
- NEW HIRES AGREE TO PARTICIPATE IN THE STATE OF OHIO DIRECT DEPOSIT OF PAYCHECK PROGRAM PER SECTION 124.151(B) OF THE OHIO REVISED CODE
- Exhibits flexibility and openness to different and/or new ways of doing things, maintaining self-control while working on pressure