

# OFFICE ASSISTANT JOB DESCRIPTION



## **PHYSICAL LOCATION:**

- 1421 First Street, Key West, FL 33040

## **REPORTING RELATIONSHIP:**

- Planning Manager or as assigned

## **GENERAL FUNCTION:**

- This is a mid-level administrative position. Regularly and independently performs a variety of office and secretarial procedures requiring great attention to detail with critical timing and mandatory follow-ups. The position exhibits confidentiality in all communications within and, more importantly, outside the office. Functions require a broad scope and knowledge of secretarial/administrative practices and procedures. Assists clients and various agencies via telephone and in the office, regarding projects status and follow-ups. Provides secretarial and administrative assistance to Planning Manager and other staff personnel. Involves confidential and proprietary matters. Able to drive to locations and make submission of material to various agencies and locations within the Florida Keys

## **ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to communicate with co-workers.
- Able to work a forty (40) hour work week and occasional extra time when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to be professional and courteous to the public in all situations and conditions.
- Able to see and hear well enough to perform the duties specified in this job description.
- Able to maintain confidentiality in order to protect the client's and company's proprietary advantages.
- Have excellent phone manner.
- Able to monitor & distribute phone and email messages.
- Able to manage and use paper and digital file system with extensive scanning.
- Must own a vehicle and able to use for work related activities.
- Able to use or learn Microsoft Office software and other software as necessary.
- Maintain and Balance (\$200.00) Petty Cash box.

## **EQUIPMENT TO BE USED:**

- Thorough knowledge of modern office machines including, but not limited to printer, fax machine, calculator, copier, scanner and computer/laptop/tablet with Microsoft Office applications (Word, Excel, etc), Adobe/PDFs, QuickBooks, Onedrive/Dropbox and Outlook.

## **ENVIRONMENT:**

- Generally an air-conditioned office.
- Outside in all weather conditions when required.

**PHYSICAL REQUIREMENTS:**

- Sitting: 40%
- Standing: 15%
- Climbing Stairs 5%
- Bending 5%
- Reaching 5%
- Lifting 5%
- Walking 10%
- Driving 15%

**DUTIES**

- Log and track all interoffice and client communications:
  - Email - monitor primary "Office" email account and track all email correspondence;
  - Phone - Answer telephone, document telephone calls and track outcomes, Record and distribute messages electronically and/or in paper format as needed, Follow-up on all phone communication via phone, email and/or text
  - Mail - Collect all mail from PO Box daily, Scan all incoming mail and correspondence to "Mail" folder daily, Sort, log, distribute and track all mail correspondence
- Scheduling - Maintain shared company calendar and schedule appointments, Use shared Microsoft Office calendar to schedule appointments, Manage shared calendar for all staff.
- Perform basic bookkeeping tasks - Log checks and prepare and scan deposits, maintain petty cash for the office, to include tracking receipts and reconciling weekly, Periodically create basic invoices for clients
- Maintains company digital and paper filing systems
- Monitor and order sufficient office supplies for all office equipment and staff needs
- Maintenance of office, outside surrounding building and equipment.
- Coordinate and support project work - Schedule and follow-up on initial consultations, Draft contracts for approval by Planning Manager, send final contract to client and coordinate with client for signature, Prepare invoice for retainers and follow-up with client for payments, Email executed contracts and retainer receipts to clients
- Assist planners (secondary responsibility) as needed and directed by Planning Manager - Follow up with clients regarding project deadlines and requirements documents, Submit various city department completed applications and requests, Create a variety of databases/spreadsheets with information provided by planning department, Preps files and presentations for hearings and meeting, Follow-up with clients and government officials regarding project status as directed
- Attend various meetings as needed

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Must possess basic English grammar and business composition skills as well as a basic math aptitude.
- Ability to work independently, within scope of existing company expectations.
- Ability to communicate in a polite and effective manner with clients, co-workers, government officials and the general public.
- Ability to produce error free documents from rough draft, plain copy or transcribed instructions.
- Thorough knowledge of modern office machines, practices, system and computers.
- Ability to understand moderately complex written regulations and instructions.
- Computer literate in Microsoft Word, Windows and basic spreadsheets.
- Typing speed of 40 correct words per minute as certified by the State of Florida Job Service.

- High school graduate or equivalent.
- Valid Florida Drivers License.

**Periodically duties, equipment, material, and/or job setting, other than those listed, are required and will be considered as part of the regular job while in effect.**

**The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.**

**I \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned, if hired. I further affirm that I understand the job description may be amended periodically, as is the right of Trepanier & Associates, Inc.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

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AFFIRMATIVE ACTION WORKPLACE**