



JOB DESCRIPTION # 87.93

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Administrative Assistant – Facilities Engineering Office

JOB CATEGORY: Administrative Support Staff

REPORTS TO: Director of Facilities

BASIC FUNCTION: Provides administrative support and the updating and communication of information in a timely manner to ensure the smooth functioning of the Seven Hills Foundation Facilities Engineering Department. The Administrative Assistant performs a variety of administrative and clerical duties in support of the Facilities Engineering Department.

QUALIFICATIONS: High School graduate, Associate Degree preferred, with administrative/secretarial training. Minimum of three years of experience in administrative field; accurate data entry skills; strong interpersonal and communication skills; proficiency in Microsoft applications; excellent telephone and organizational skills required.

SCHEDULE: This is a full-time position with hours generally from 8:00 a.m. – 4:00 p.m., Monday through Friday. Occasional travel is required.

RESPONSIBILITIES/OBJECTIVES:

- Ensures complete and accurate data entry for the Facilities Engineering Department.
- Develops, updates and maintains files, plans, forms and database information associated with the construction, renovation and maintenance of all Seven Hills Foundation properties.
- Communicates/coordinates with contractors, vendors, city/town building officials, Facilities Engineering staff and other Seven Hills Foundation departments.

- Develops, enters and maintains data related to the upgrade, repair and maintenance of all Seven Hills Foundation properties into the WORXHUB work order/maintenance management system
- Schedules, coordinates and documents all required mechanical systems testing and building inspections for all Seven Hills Foundation properties.
- Assists the Director of Facilities and the Construction Manager with special projects and in all matters as assigned.
- Delivers a high level of customer service for employees in a professional and timely manner; strict adherence to maintaining confidentiality.
- Performs other duties as assigned.

EXPECTATIONS:

- This position is exposed to highly confidential material pertaining to the Seven Hills Foundation, its employees, and the people it supports. All information must be kept in the strictest of confidence at all times.
- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of all operating Affiliates of the Seven Hills Foundation.

PHYSICAL REQUIREMENTS:

- While performing required job tasks, physically able to remain seated frequently to continuously.
- While Performing required job tasks, physically able to remain standing up to 15% of the time.
- Posses dexterity abilities required to frequently perform word processing, to operate office equipment, perform filing and other related job responsibilities.

STATUS: Non-exempt

STATE CONTRACT REFERENCE TITLE: Not Applicable

I have read and understand my job description.

Employee Signature

Date

Employee Name (Print)

Supervisor's Signature

Date