



VERMONT ECONOMIC DEVELOPMENT AUTHORITY

Position Description

Name: VACANT
Position Title: Main Office Administrative Assistant
Reports to: Office Manager

General

Summary:

Main Office Administrative Assistant to the Authority under the direct supervision of the Office Manager.

Essential Job Functions

- Answer multi-line switchboard and direct callers as appropriate
- Open, sort and date stamp all incoming mail and deliver to appropriate staff
- Log in checks/cash received daily (Excel file) and verify total by running adding machine tape
- Mail all daily statements provided by Loan System Specialist. Include various attachments, as needed
- Run daily statements as needed when Loan System Specialist is out of the office
- Run and distribute monthly loan report to all lenders
- Greet visitors and assist as needed
- Monitor and forward incoming faxes to appropriate staff
- Buy all foods for kitchens monthly
- Order and track all office supplies, including all satellite offices
- Order and track all kitchen supplies, including all satellite offices
- Keep conference rooms picked up and ready for use
- Keep kitchens clean, supplies stocked and coffee available
- Keep reception area neat, dispose of newspapers daily
- Open and close office daily
- Maintain postage meter
- Deposit outgoing mail in outside mailbox
- Maintain Zero-sort recycling
- Copier service – report service calls as needed and maintain list of all printers and tag numbers
- Maintain Procedures Manual for front office
- Maintain vehicle list – staff and tenants
- Organize/schedule flu clinic annually
- Monitor and forward all incoming website inquiries to appropriate staff
- Monitor facilities incoming emails and handle as needed
- Update Statute annually and maintain/update procedures annually as needed
- Update NLS as needed
- Back-up taking minutes at monthly Board Meetings, when needed

-
- Assist with the planning/preparation of meetings and conferences (including, but not limited to, Planning and Annual Meetings)
 - Primary back-up on all building/maintenance issues as needed
 - Prepare, send out and log all After Closing Surveys for Ag and Commercial loans closed
 - “Middlesex Storage” files (input data into Excel spreadsheet and prepare Record Transfer List)
 - Retrieve files from Middlesex as needed by Staff
 - Scan and upload all necessary documents into Document Management System (Xyθος)
 - Scan/bookmark various documents and archive records as needed
 - Back-up administrative work to the Management Team
 - Maintain newspaper/magazine subscription list and renewals
 - Maintain auto attendant
 - Scan and upload Vermont Capital Access Program files
 - Order and pick up lunches as needed
 - Plan and organize holiday party
 - Stuff and mail large mailings for Loan System Specialist
 - Other duties as assigned

The above statements are intended to describe the general nature and level of work being performed by the person assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Education/Experience

- High School diploma or equivalent required
- Minimum 7 years administrative experience
- Minimum 18 years of age

Knowledge/Skills/Abilities

Working knowledge of MS Word, Excel, Access and Outlook
Minimum accurate typing speed of 65 wpm
Excellent communication and interpersonal skills required
Working knowledge of office equipment

Desire to Learn (*as applicable to this specific employee*)

Working Conditions

Normal office conditions