



JOB DESCRIPTION AND ROLES AND RESPONSIBILITIES: ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION Administrative Assistant

The IDA is a political subdivision of the Commonwealth of Virginia, whose mission is to increase employment and economic growth in Halifax County.

The Administrative Assistant will work for the Executive Director, and report through the Deputy Director to coordinate various aspects of day-to-day operations toward mission success. Broad duties and responsibilities include: Maintaining a comprehensive calendar of IDA activities, Maintaining IDA Records and Documents as required by pertinent regulations, Attending to general clerical duties, Mail collection and distribution, Visitors assistance, Assisting with marketing activities, Scheduling, Compiling marketing packets, Collating and deploying post and electronic mailers, Assisting with Prospect Events, Representing Halifax IDA in a Professional Manner to Clients, Allies and the General Public, Knowing and Effectively Communicating the IDA's Mission.

The Senior Administrative Assistant position requires Excellent Interpersonal, Organizational, and Communication Skills, Proficiency in MS Office Software: Word, Excel, Outlook & PowerPoint, Ability to Effectively coordinate multiple Schedules, Ability to Work Effectively in a Team Environment

Applicants must possess the following at a minimum: High School Diploma; Three Years (Minimum) Experience in a professional office setting; Primary residence in Halifax County preferred; a Valid Virginia Driver's License
Hourly wage will be \$15-\$20 per hour DOQ

ROLES AND RESPONSIBILITIES ADMINISTRATIVE ASSISTANT

REPORTS TO: Executive Director

Organization

Issue Meeting Notifications

Keep and Draft Meeting Minutes

Participate in Staff Meetings

Maintain and help coordinate a comprehensive calendar of IDA activities

Mail collection and distribution

Assist in notification of IDA Leases changes

Data Entry for Accounts, Records, Payables and Receivable



- Print and collate periodic financial reports and statements
- Print and Distribute Semi-Annual accounting of staff Annual and Sick Leave
- Assist with document collection for annual audits
- Assist in submitting grant application and reports
- Assist with local grant program calculations, verifications, and communication
- Maintain and optimize electronic and hardcopy filing systems
- Notarize Documents
- Coordinate Conference Room Use
- Maintain current contacts for office as needed
- Represent Halifax IDA professionally to Office Visitors
- Know and Effectively Communicate IDA Mission
- Maintain confidentiality of information and operations in accordance with IDA Policy
- Maintain stock of Marketing Materials
- Maintain stock of Office Supplies Assist with Travel Logistics
- Other Duties as Assigned

SKILLS AND ABILITIES

- Excellent Interpersonal, Organizational, Communication and Coordination Skills
- Able to Work Effectively in a Team Environment
- Effective Scheduler
- Proficient in MS Office Software: Word, Excel, Outlook & PowerPoint
- Self-starter requiring little management to accomplish duties once trained

EDUCATION, EXPERIENCE, CERTIFICATIONS

- High School Diploma Degree or Recognized Certification in Business, office management or related field
- Minimum three years in effective office management
- Able to learn QuickBooks accounting software
- Possess or ability to obtain a valid Virginia Driver's License
- Possess or ability to Obtain Notary Seal