# NAME OF YOUR COMPANY
# JOB DESCRIPTION

If you have two people with the same title, but their tasks are very different so that you can't really create one job description for both, consider changing the titles, or making the distinction in the title. (Ex: Admin Assistant – Customer Service; Admin Assistant – Billing)

**TITLE:** NAME OF THE POSITION

**SUPERVISOR:** POSITION NAME OF SUPV

**STATUS:** Non-exempt ←**THIS MEANS PAID HOURLY RATHER THAN SALARIED**

**POSITION GOAL**: IT'S A GOOD IDEA TO MAKE A SHORT STATEMENT OF THE GOAL OF THIS POSITION. USING OUR EXAMPLES ABOVE, YOU MIGHT SAY: To provide clerical and administrative support to the Customer Service department and to exceed expectations for internal and external customers.

Enumerate the major tasks for the position; we've grouped the tasks by major function, but you can list them in any way that makes sense, such as by frequency, or importance. Continuing with our example above…

## I. ESSENTIAL FUNCTIONS:

A. General office duties
   1. Answer the telephone
   2. Take and route messages as appropriate
   3. Assist with mailings and other correspondence as needed.
   4. Faxing and filing as needed.

B. Reports
   1. Preparing month-end call volume report
   2. Assisting supervisor with department statistics report
   3. Preparing postage usage report.

C. Compliance with company policies.

D. Other duties and special projects as assigned.

## II. SUPERVISORY RESPONSIBILITIES:

None

Think about the 'must-haves' for success in this position. It may help to consider the characteristics of individuals who have been successful in this position and list their skills as well. You can list the 'nice-to-haves' as "preferred."

## III. KNOWLEDGE AND SKILLS REQUIRED:

1. High school graduate, or equivalent.
2. One year experience in an office setting.
3. Ability to type at least 40 wpm.
4. Familiarity with MS Word and Excel.
5. Ability to interact professionally with patients, physicians, vendors and co-workers.
6. Ability to work in a demanding and fast-paced environment.
7. Superior organizational, communication and customer service skills.

## IV. EXTENT OF PUBLIC CONTACT:

Considerable telephonic and email contact with clients. Limited personal contact with vendors and visitors.

## V. PHYSICAL DEMANDS:

Sitting for long periods of time; repetitive motions, such as writing, typing at the computer, photocopying and faxing; lifting boxes weighing 10-15 pounds. May be asked to drive personal vehicle within Broward County for local errands as needed.

## VI. WORK CONDITIONS AND ENVIRONMENT:

Office environment

By my signature, I acknowledge and accept the responsibilities of this position. I am qualified as set out above to carry out these duties.

| **Employee:** | **Supervisor:** |
|---|---|
| Signature: _____ | Signature: _____ |
| Print Name: _____ | Print Name:_____ |
| Date: _____ | Date: _____ |