

Alenia North America Inc.
Position Description

Date: 9/7/2010

Job Title: Administrative Assistant

Location: Washington, DC

Business Unit/Department: ANA /Executive Office

Position Summary:

Performs a broad range of administrative support duties and office management of a highly responsible and confidential nature.

Position Responsibilities:

Executive Office

- Schedules and organizes meetings, travel, conferences and Executive Office activities. Performs clerical duties such as copying, faxing, invoice processing, etc.
- Responsible for coordinating all catering for Executive Office meetings.
- Meets & greets visitors to the Executive Office and is the designated security escort.

General Office

- Maintains orders and distributes all office supplies.
 - Maintains kitchen inventory and is primarily responsible for all office purchases (Office Depot, Joe Ragan's, Staples, etc.) except furniture and IT related items.
 - Provides customer service to all departments for office supply requests, deliveries, equipment repair, etc.
 - Assists in creating and maintaining databases, equipment inventories, filing systems and spreadsheets.
 - Serves as the main point of contact for all outside vendors, negotiating best plans and service levels and follows up with vendors for any invoice resolution. Is the designated security escort for all vendors.
 - Helps organize break rooms and work rooms and update the kitchen board.
 - Assist with special projects and provide temporary coverage for other administrative staff as necessary, i.e. Reception coverage.
 - Administers office petty cash.
 - Attend meetings with the Brookfield property manager; serve as back up to report any maintenance problems.
 - Assists all departments with outgoing mail- except FedEx. Distributes incoming mail after it has been logged by the Receptionist.
 - Distribute all misspelled emails appropriately.
 - Assist accounting with processing and distribution of various payments as well as organizing, filing and copying invoices and payments made.
 - Create and prepare expense reports and distribute reimbursements from accounting.
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Position Requirements:

This position requires strong attention to detail, excellent organizational skills, solid follow-through skills and strong interpersonal and communication skills. Bachelor degree not required, but preferred. The successful candidate must have basic knowledge of a variety of computer software applications (word processing, spreadsheet, database and presentation software) and must be able to multi-task and operate in a fast paced environment. The position requires a high level of tact and diplomacy and the ability to handle sensitive and confidential information.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be a list of all responsibilities, duties and skills required. Specific duties may change without notice.