

	<b>Job Title:</b> Part Time Administrative Specialist	<b>Department:</b> Special Services	<b>Supervisor:</b> Records Manager	<b>Status:</b> Part Time Non-Exempt
	<b>Purpose of Job:</b> This position serves as our client's first point of phone contact, as well as provides administrative support. Objective is to provide an excellent first impression to our customers and guests and provide data entry and other administrative support to the Special Services Department. <b><u>This is a job sharing position.</u></b> Additional hours may need to be covered when the other Part-Time Administrative Specialist is off due to vacation, sick time, etc. The hours are Monday through Friday from 8:00 a.m. to 12:00 p.m. <b>OR</b> Monday through Friday from 12:30 p.m. to 4:30 p.m.			

**Essential Functions:**

- Answers, triages and distributes all incoming phone calls.
- Processes all faxes and routes to appropriate contact.
- Prints exam schedules and posts at reception desk.
- Develops and maintains good rapport with clients and vendors.
- Performs applicant and fitness-for-duty data entry daily.
- Assists with the creation and maintenance of the standard operating procedures for job functions.
- Assists with special projects and performs additional related duties and responsibilities as requested by supervisor.

**Qualifications:**

- High School Diploma.
- 3-5 years of experience in related field.

**Knowledge, Skills, and Abilities:**

- Ability to communicate, understand information and make sound decisions in a manner consistent with the essential job functions.
- Strong customer service, multi-tasking and time management skills.
- Experience with Microsoft office Suite Word and Excel software.
- Proficient in administrative skills, such as typing and data entry with accuracy, faxing, etc.
- Requires ability to take initiative and meet objectives.
- Can demonstrate thoroughness, accuracy and collaboration skills.
- Personal Professionalism/Effectiveness/Credibility.
- Flexibility.

**Working Conditions:**

- Normal Work environment.

**Equipment Used:**

Equipment with relatively simple operating procedures:

- Standard office equipment (personal computer, fax, copier, telephone).

**Physical Efforts:**

Routinely involves sitting and standing (75%). Occasionally involves bending/stooping, pushing/pulling, occasionally lifting over 10lbs, carrying over 10 lbs. (20%). Rarely involves crawling/kneeling, climbing, (5%).

**Visual Efforts:**

Routinely involves reading documents for analytical purposes, a high degree of accuracy and general understanding. Routinely viewing Video Display Terminals. Rarely requires review on non-written/non-Video Display Terminal materials

*This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees shall be required to follow any other job-related instructions and perform any other job-related duties as requested by the Supervisor.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director Signature

\_\_\_\_\_  
Date