

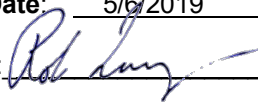


# Administrative Assistant Role Summary

FLSA Status: Non-Exempt Full-time

Origination Date: 5/6/2019

Reviewed/Revised: \_\_\_\_\_

Approved by: 

## **MISSION AND PHILOSOPHY**

Wind Circle Network, Inc. is an information technology company offering a broad range of products and services. Our highly trained team can provide a communications solution to fit any size project. With a strong track record as a government contractor, Wind Circle Network, Inc. continues the tradition of completing projects on time and under budget. We boast a very diverse customer base including, but not limited to: individuals, cities, counties, schools, hospitals, tribal governments and many branches of the federal government. Customers will experience our commitment to combining service excellence, convenience and individual attention with the right technology for themselves and/or their organization.

Wind Circle Network, Inc. needs people who value teamwork, standards of excellence, and the desire to provide outstanding customer service to everyone every day. We are looking for people to actively contribute to our goal of becoming a local, national, and international leader of information technology.

## **ROLE OVERVIEW**

Assists and provides administrative support to all office personnel. This position is often the first line contact with customers, visitors, vendors, and the public. This position demonstrates professionalism and outstanding customer service with all contacts.

## **MINIMUM QUALIFICATIONS**

- Education/Experience: High school diploma or GED required. Higher education and/or comparable office setting experience desirable.
- Technical Skills: Writing, PC, printer, scanner, adding machine, fax machine, telephone system, and Internet research. Microsoft Office programs such as Word, Excel, and Publisher.
- Behavioral Competencies:
  - Support Wind Circle Network, Inc. mission and philosophy
  - Maintain confidentiality of all work information.
  - Demonstrate an ability to function successfully in a team environment.
  - Exhibit professional, courteous, and respectful treatment of internal and external customers.
  - Displays a positive attitude and flexibility in changing situations.
  - Participates in identifying problems and suggesting solutions.

**ESSENTIAL FUNCTIONS**

1. Operates the main telephone console by receiving and routing inbound telephone calls to the appropriate individuals and/or department.
2. Greets and announces visitors when they arrive.
3. Performs typing and transcription duties as required. This may involve preparing documents for proposal or projects, customer delivery tickets, cabling work orders, service sheets and other daily functions of the company.
4. Assists in receiving inventory items and following proper procedures.
5. Provides Web development assistance under direction of Web Design Manager.
6. Performs duties with great attention to detail.
7. Performs processing of invoices, daily deposits, preparation of rent-to-own contracts, and filing under direction of Business Manager.
8. Functions as a dependable member of the team, interpreting and following policies and procedures, and demonstrating positive interpersonal relationship skills to promote a harmonious working environment and outstanding customer service.
9. Performs other duties as assigned.

*I have read the role summary and understand the responsibilities.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date