



## **Administrative Assistant**

Hours of Work: Monday-Friday, 8am to 4pm (40 hours per week)

Full-time

Compensation: D.O.E

Job Overview:

The Administrative Assistant position is responsible for answering phones, greeting visitors, and providing administrative support and recordkeeping to SSI staff.

### **MAJOR DUTIES & RESPONSIBILITIES**

General Clerical Duties:

- Greet, receive, and direct visitors and phone calls to appropriate staff.
- Provide administrative assistance to staff in the form of general clerical support including answering phones and relaying messages; receiving and sorting incoming mail; and processing outgoing mail.
- As requested, assist in filing corporate records including: all Board of Directors and Shareholder records, corporate licenses/permits, company assets including real property and vehicles, operation manuals for office equipment.
- As requested, help maintain and update social media and online platforms.

Board of Directors

- Assist as directed to generate and maintain records for the Corporation which include but are not limited to: meeting agenda and Board packets, attendance records, meeting minutes, resolutions and corporate and shareholder correspondence.
- Perform other duties as requested

Shareholders

- Assist in maintaining files and records for shareholders of the corporation using the Shareholder Management System
- Learn the basics of shareholder management and aid shareholders in all stock transfer and distribution related issues, as training allows.
- Assist as directed in the design and prepare the corporate annual report and in the coordination of the Annual Shan Seet Shareholder meeting including annual meeting notification and packet to shareholders; arranging meeting facility and online access, shareholder incentives, meal preparation, voter certification, necessary travel arrangements and record; compile and distribute meeting minutes.
- Assist in the production of quarterly newsletter.

## Accounting

- Provide back-up support for accounting such as receive and record payments, as training allows.
- Assist in the upkeep of the Buildium management system.
- Forward all electronic invoices and/or receipts to Account Manager.

## Other

- As requested, assist in digitizing, organizing, and filing in the archive shed.
- Other duties as assigned.

## **Requirements and Qualifications:**

- Professional and friendly disposition
- Proficiency with computer systems, including experience with office management systems, Microsoft Office suite.
- Ability to learn all necessary office equipment, including phone systems, printers, and fax machines.
- Good communication skills, written and verbal.
- Commitment to discretion and confidentiality concerning sensitive company information.
- Good organizational skills, a proactive mindset, and the willingness to learn new and challenging administrative duties.