

Date completed/ revised: DD/MM/YYYY

Position Details

Title	Administrative Assistant
Reports To	Insert title, not individual's name
Department	Administration
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week
Location	
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP
Salary Range	Insert salary range, or insert: "As per Job Classification"
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable



PREVIEW

Download the free editable version of this document
PLUS get a zip file of templates- free!

[FIND OUT MORE](#)

- OR -

Unlock all ConnectsUs HR™ features

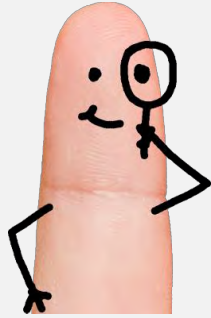
**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

- d. Receives and directs visitors and clients.
 - a. Liaises with office vendors.
 - b. Updates and maintains office policies and procedures.
2. **Administration Support for Manager & Staff Example 40%**
- a. Produces, edits, and proofreads documents.
 - b. Data entry.
 - c. Project follow up.
 - d. Organizes meetings and appointments.
 - e. Maintains contact lists.
 - f. Maintains an organized filing system.
 - g. Records and distributes meeting minutes.
 - h. Handles travel arrangements.
3. **Insert high-level responsibility Example 20%**
- a. List key tasks associated with that responsibility
 - b.
 - c.
 - d.

Job-Related Technical Skills

Skills	Proficient	Experience with	Familiar with
Data entry	x		
MS Office products, particularly Word & Excel	x		
A minimum of 35 words per minute typing speed or the ability to use voice to text software to support increasing digital communication and content generation	x		
Internet research	x		
Organizational skills	x		
Customer service skills		x	
Writing skills		x	
Enter additional skills if needed			



PREVIEW

Download the free editable version of this document
PLUS get a zip file of templates- free!

[FIND OUT MORE](#)

- OR -

Unlock all ConnectsUs HR™ features

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

- ◆ Remains positive when faced with unexpected events.
- ◆ Adapts well to, and supports change.
- ◆ Accepts changing priorities and direction.

ATTENTION TO DETAILS

- ◆ Thoroughly accomplishes tasks with the utmost attention placed on accuracy in all areas involved, no matter how small.
- ◆ Monitors and double checks information to produce consistently error-free work.
- ◆ Adheres to procedures and standards.
- ◆ Possesses a strong ability to focus on tasks and priorities amidst continuous distractions.

PROBLEM SOLVING

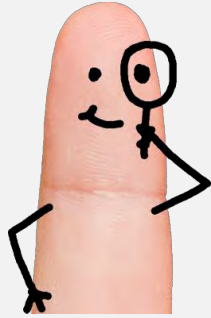
- ◆ Assesses challenges to identify causes.
- ◆ Gathers and processes relevant information.
- ◆ Generates creative solutions and finds a way to make it work.
- ◆ Makes recommendations and/or resolves the situation.
- ◆ Acknowledges when one doesn't know something and takes steps to find the answer.

TEAMWORK / COLLABORATION

- ◆ Works cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- ◆ Promotes collaboration and interaction.
- ◆ Works effectively with people with different abilities and perspectives.
- ◆ Resolves conflict quickly and lets it go.
- ◆ Shares information.
- ◆ Supports team members.
- ◆ Makes time for celebration.

CUSTOMER FOCUS

- ◆ Considers internal and external service stakeholders as 'customers'.
- ◆ Develops and maintains strong relationships with customers.
- ◆ Focuses efforts on discovering and meeting customer needs.
- ◆ Demonstrates a strong commitment to 'client first' and 'do what it takes' approaches to providing products, services, and support.
- ◆ Looks for ways to improve service.
- ◆ Takes personal responsibility for ensuring satisfaction.



PREVIEW

Download the free editable version of this document
PLUS get a zip file of templates- free!

[FIND OUT MORE](#)

- OR -

Unlock all ConnectsUs HR™ features

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

Acknowledgement

Accepted and agreed to by:

EMPLOYEE

Employee Name	
Signature	Date

MANAGER APPROVAL

Manager Name	Manager Title
Signature	Date

NEXT LEVEL APPROVAL

All job descriptions require approval by **CUSTOMIZER: Insert approval position level 1. Example: Department VP, or delete this section if not applicable.**

Name	Title
Signature	Date

HR APPROVAL

All positions require review and approval by HR **CUSTOMIZER: Insert HR approval level. Example: HR Manager, or delete this section if not applicable.**

Name	Title
Signature	Date