



**Administration Assistant (CATI-09-003)
Daleville, Alabama**

Administration Assistant

Location:	Daleville, Alabama	Job Posting No :	CATI-09-003
Position Status :	Part Time (20 hrs weekly)	Posting Start Date:	October 1 2009
Start Date:	N/A	Posting End Date:	December 31 2009
End Date:	Permanent Position		

Job Description

- Provide general administrative support to a group of professionals.
- Works on assignments that are routine in nature, follows established procedures on routine work and requires instruction only on new assignments.
- Prepare invoices, reports, memos, letters, financial statements and other documents.
- Assist staff with planning and preparation of dept/function specific processes.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Creates high quality presentations in PowerPoint, Excel, and Word.
- Assembles, compiles and maintains data as directed for reports and presentations and miscellaneous projects.
- Provides phone coverage. Screens incoming calls and determines level of importance and urgency and delegates accordingly. Partners with other administrative staff to ensure coverage.
- Manages schedule and appointment calendar(s).
- Organizes, coordinates and attends (as necessary) staff meetings.
- Schedules all business travel and accommodations. Reconciles and maintains all expense reports.
- Act as a delegate for time keeping system.
- Works with other administrative staff in ordering and maintaining supplies.
- Safeguard confidential information.
- Other duties as assigned.

Qualifications Required

- High School Diploma or equivalent; some college preferred.
- Proficiency in Microsoft Office suites.
- Excellent oral and written communication skills.

Qualifications Preferred

- Strong organizational and interpersonal skills.
- Ability to successfully prioritize and complete multiple assignments in a timely and efficient manner.
- Ability to exchange information clearly and concisely.

Experienced Desired

- Minimum of one year administrative experience.

Please contact Joy Teeter at (334) 598-1319 or via email at careers@catinet.com for further information.