

Smith Marion & Co., LLP Job Description

ADMINISTRATIVE ASSISTANT

TITLE: Administrative Assistant
CLASSIFICATION: Full-time, nonexempt
REPORTS TO: Firm Administrator

SUMMARY OF RESPONSIBILITIES

The administrative assistant performs a variety of advanced administrative tasks, fills in for the receptionist when necessary, and presents a professional image of the firm to callers and visitors.

ESSENTIAL FUNCTIONS

- Answer telephones and direct clients to the appropriate staff member. Takes messages and/or forwards caller to appropriate voicemail box, when staff is unavailable.
- Receive and transmit telephone, fax, and email messages accurately and promptly, using the telephone, message pads, fax machine, copy machine, and workstation computer.
- Greet and escort clients and visitors in a prompt, professional, and friendly manner.
- Deliver and/or Pick-Up client documents (client reports, signatures, etc).
- File library materials, workpapers, and correspondence. (Electronic and paper)
- Type correspondence, reports, and financial statements accurately and timely.
- Proofread reports and correspondence.
- Process client tax returns using tax preparation software.
- Scanning of workpapers and/or other document into appropriate software and file locations.
- Bank Deposits and posting of payments to the firm's time and billing software.
- Supervises maintenance of office and break room supplies.
- Possess a high degree of understanding of related firm policies and procedures sufficient to advise company employees.
- Perform other duties as assigned by partners or professional staff.

JOB QUALIFICATIONS

- Have excellent communication skills.
- Punctual
- Ability to perform several tasks concurrently with ease and professionalism.
- Ability to effectively operate office equipment and computer programs.
- Ability to type 30 words per minute.

WORKING CONDITIONS

- Involves work in the firm's office performing various tasks concurrently or on the client's premises. Work on the client's premises may require the use of the administrative assistant's personal car.
- Must present a positive public image that enhances the client's perception of the employee and the firm as a whole.
- Occasional overtime hours required.

EDUCATION / EXPERIENCE

- Possession of a high school diploma or equivalent (GED).
- One year of experience in clerical work or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.
- Possession of strong organizational skills.
- Ability to work independently on assigned task as well as to accept direction on given assignments.
- Able to work effectively with staff members and clients.

The above noted job description does not list all the duties of the job; you may be asked to perform other assignments and duties. This job description is intended to give a general sense of the responsibilities and expectations associated with the position. You will be evaluated in part based on your performance of the tasks listed above. The firm's management has the right to revise this job description at any time.