



JOB DESCRIPTION

		Job Title	Administrative & Project Assistant		
Department	Administration		FLSA Classification	Non-Exempt	
Status	Full or part time available		Reports To	LynneDee Althouse	
Location	Paso Robles Office		Supervises	N/A	
Lacey Pringle-Haymons			LynneDee Althouse		
HR Approval (Print)	Signature	Date	Manager Approval (Print)	Signature	Date

JOB SUMMARY

Works in a professional environment while managing the day-to-day operations and workflow for the company president. Facilitate efficient operation by the President and support various Project Managers by performing a variety of clerical and administrative tasks. Manage multiple workflows and maintain requests and meet scheduled requirements.

ESSENTIAL DUTIES

- Assist Principal Scientist (company president) with day-to-day operations; organize and navigate daily events, meetings, projects, and tasks:
 - Plan, organize, and schedule the president’s meetings/appointments using Outlook, Teams, Zoom, or other meeting programs
 - Triage and prioritize incoming emails and phone calls
 - Monitor, review and file emails and documents from clients
 - Manage deadlines and prepare for meetings
 - Take meaningful notes, and provide summaries of data when needed
 - Track deliverables, schedules, and client requests
 - Coordinate travel and other field meeting logistics
 - Create and edit correspondence, reports, and presentations
 - Answer and transfer calls to the appropriate staff member while providing quality customer service
 - Communicate effectively & enthusiastically with clients
 - Manage and renew memberships, perform duties related to various clubs and organizations
 - Run various errands
- Assist and fill-in for other administrative staff as needed
- Associate incoming client inquiries with the proper project and project manager
- Work closely and supportively with field and office staff
- May direct the work of clerical employees in lower job classifications
- May assist in training newly hired staff with office workflows and communication protocol
- Perform highly responsible and complex assistant duties while maintaining confidentiality
- Assist with management of permit applications and permit requirements
- Demonstrate the ability to work independently with minimal supervision to use and apply the highest level of good judgement and discretion in handling
- Ability to analyze problems, make recommendations, and take appropriate courses of action in decision making
- Demonstrate ability to provide meticulous follow-through on all assignments, paying high attention to accuracy and detail while working in a fast-paced environment with interruptions, frequently changing projects, and moving deadlines
- Manage and maintain office spaces in a professional, clean condition (e.g., between weekly professional maintenance services)



JOB DESCRIPTION

NON-ESSENTIAL DUTIES

- Occasionally assist with equipment purchase and banking correspondence
- Support office staff when needed including other departments and field personnel

MINIMUM REQUIRED QUALIFICATIONS

Education	High School Diploma, GED, Office Support Certification, or associate_degree in business administration
Experience	At least 5 to 10 years in fast-paced, general office management. Project management experience a plus.
Knowledge	Excellent computer skills in MS Office suite (Outlook, Word, Excel, Teams, SharePoint). General knowledge of project management.
Skills	Excellent communication, critical thinking, and problem-solving skills. Attention to detail and accurate record keeping is an essential requirement of this position. Ability to produce results in a fast paced, dynamic, changing environment. Must be familiar with the internet browsing, group messaging and e-mail programs. Requires decision-making power, social and leadership skills. Requires excellent organizational and communication skills. Must be able to work independently.
Abilities	Good oral and written communication, listening skills, and time management. Must be proactive in taking responsibilities and seeing the bigger picture. Must be able to listen and communicate effectively, to deal with people of diverse backgrounds.
Licenses/Certifications	Certifications in MS Office programs is a plus

WORKING ENVIRONMENT

Physical Requirements	Office environment, working up to 8 hours per day. Sitting, standing, walking, squatting and lifting up to 30 lbs. Prolonged periods of sitting/standing at a desk and working on a computer.
Mental Effort	Able to multi-task and possess effective mental ability to sort and conclude various problems in rapid working environment. Strong critical thinking and problem-solving skills are a must.
Working Conditions	Indoor office with controlled room temperature system.
Other	None.

This job description is not intended to be all inclusive all job duties and responsibilities. Althouse and Meade, Inc. reserves the right to revise this job description as it deems necessary. This job description does not constitute a written or implied contract of employment. Requirements are representative of minimum levels of knowledge, skills, and experience required.

Employee Signature: _____

Date: _____