

APPENDIX A

Sample Job Description

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The following is a sample job description. A job description primarily serves to outline the duties, responsibilities, qualifications, and skills required for a particular job. A job description might include information about the job title, the reporting structure, and the primary duties and responsibilities of the position.

[JOB TITLE] JOB DESCRIPTION

■ Summary

Under the direct supervision of the vice president this position provides administrative and secretarial support for the vice president and department. In addition to typing, filing and scheduling, performs duties such as financial record keeping, payroll, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommending changes in office practices or procedures.

■ Essential Functions

- » Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- » Schedules and organizes complex activities such as meetings, travel, conferences and department activities for all members of the department.
- » Performs desktop publishing. Creates and develops visual presentations for the vice president.
- » Establishes, develops, maintains and updates the filing system for the vice president and the department. Retrieves information from files when needed. Establishes, develops, maintains and updates libraries of trade journals and magazines.
- » Organizes and prioritizes large volumes of information and calls.
- » Sorts and distributes mail. Opens mail for the vice president. Drafts written responses or replies by phone or email when necessary. Responds to regularly occurring requests for information

- » Answers phones for the vice president and marketing department. Takes messages or fields/answers all routine and non-routine questions. Works in cooperation with other system development assistants to cover phones.
- » Acts as a liaison with other departments and outside agencies, including high-level staff such as CEOs, presidents, senior vice presidents and chiefs. Handles confidential and non-routine information and explains policies when necessary.
- » Works independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects, at the request of the vice president, which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures.
- » Coordinates division of workload with the administrative assistant in community relations.
- » Types and designs general correspondences, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- » Supports market data analysts in maintenance of the department finances. Activities include copying check requests and sending to accounts payable travel reimbursement, documenting corporate credit card expenses to corporate finance.

■ Supervisory Responsibility

This position has no supervisory responsibilities.

■ Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

■ Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

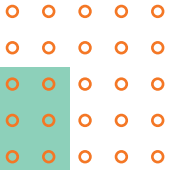
■ Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m.

■ Travel

No travel is expected for this position.





■ Required Education and Experience

[Indicate education based on requirements that are job-related and consistent with business necessity. See examples below.]

High school diploma.

One year of administrative experience.

Associate’s degree.

■ Additional Eligibility Qualifications

None required for this position.

■ Work Authorization/Security Clearance (if applicable)

[This section lists visa requirements, H1-B sponsorship, special clearances, etc. If applicable, insert information regarding government contracts or special requirements.]

■ AAP/EEO Statement

[Insert AAP/EEO statement here, if applicable.]

■ Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes the employee’s understanding of the requirements, essential functions and duties of the position.

Employee:_____

Date:_____