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Administrative Assistant II-

Talent Area : **Administrative/Clerical/Office Support**

Location : **Apopka, FL, USA**

Other Location :

Requisition Number : **00027229**

Full or Part Time : **Regular Employee FT**

POSITION DESCRIPTION

Job Description

Performs a full range of advanced administrative duties for the Tampa plant which are often of a confidential nature.

1. Answer and direct telephone calls, and take messages as appropriate.
2. Create and enter data into spreadsheets and systems.
3. File, fax, handle mail, and order supplies.
4. Create and keep updated presentations and reports.
5. Handle confidential correspondence and files.
5. Interface with external and internal stakeholders and maintain internal and external relationships.
6. Coordinate meetings and travel arrangements, and maintain calendar(s).
7. Process expense reports and invoices.
8. Administer programs, projects and or processes specific to the team, individual or team served.
9. Support executive/leadership communications, media release development and disbursement, and community activations.
10. Perform other administrative duties as assigned.

Other specific duties

- Set up Plant meetings including ordering food as necessary
- Organize tours and plant visits including managing conference room setup and refreshments if necessary.
- Weekly payroll duties as assigned

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- Enter EOSH data into report card monthly
- Complete expense tracker entry on services and purchases
- Maintain training tracker and records. Send summary report by the 5th of each month
- New Hire Champion / Orientation – Greet new hires and take through Admin portion of the new hire orientation record.
- Engagement Captain – lead sharing happiness week, engagement initiatives, etc.
- Documentation / Records – own record retention for administration. Scheduling recall and complete the obsolete document record. Marks records for destruction.
- Maintain monthly postings and all general postings on bulletin boards
- Update employee hours and absentee days for the AFR report on a weekly basis (including temporary labor from temp service)
- Publish 55 hour report

1st Shift Days

Requirements

- High school diploma / GED required
- Intermediate level computer skills (MS Word, Excel, and PowerPoint)
- Must be detail oriented and have good follow-up skills
- Must be organized and have excellent time management skills
- Must be able to communicate effectively with all levels of personnel within the organization
- Must be able to work with sensitive / confidential information
- Business Etiquette: Ability to communicate with others, via telephone or in person, in a professional and helpful manner while simultaneously building credibility and rapport. This includes the ability to understand, be diplomatic and tactful, demonstrate appropriate behavior in social situations and maintain composure in negative circumstances in order to achieve results.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

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