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SUMMARY OF FUNCTIONS

Responsible for performing a variety of administrative, office, and clerical functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides administrative assistance to the President and other company officers as required or as requested including word processing, transcription, information research, filing, taking and directing telephone messages. Drafts memos, financial and other reports as appropriate. Makes arrangements and assists with executive management meetings, conferences and board of directors meetings.
- Schedules and performs word processing and spreadsheet activities; formats, revises and prints out final copies of complex documents for other employees.
- Maintains and manages computer network and ensures appropriate back-up and storage of computer files. Trains employees and assists with questions or problems related to computer hardware/software. Coordinates with outside computer programmers, consultants and contractors.
- Responsible for operating and maintaining office equipment; arranges for repairs when necessary. Makes recommendations for new or additional office equipment as appropriate. Supervises receptionist and performs duties in receptionist's absence.
- Responsible for developing, implementing and updating office policies and procedures including scheduling appointments, processing mail, answering phones, and ordering supplies.
- Coordinates all travel arrangements for the company; researches and makes flight, hotel, and rental car reservations in accordance with company policies and to obtain the most economical and efficient travel. Creates travel itinerary and schedules in accordance with authorized travel requests.
- Performs other administrative or office duties or projects as required or as assigned.

ORGANIZATIONAL RELATIONSHIPS

Reports directly to Vice President of Finance and Administration. Assists and coordinates activities with the President and other managers in the company. Supervises Receptionist.

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Addresses the creation of the Executive Office of the President EOP and a formal White House staff in 1939 Explores the statutes executive orders and succession of reorganization plans that shaped and refined the EOP Traces the evolution of White House staff from FDR to Obama and the specialization of staff across policy and political units Explores how presidential transitions have operated since Eisenhower created the position of chief of staff Explains the expansion of presidential in house policymaking structures beginning with national security and continuing with economic and domestic policy Covers the exodus of staff and the roles remaining staff played during the second terms of presidents Examines the post White House careers of staff Guide to the White House Staff also provides easily accessible biographies of key White House staff members who served the presidencies of Richard M Nixon through George W Bush This valuable new reference will find a home in collections supporting research on the American presidency public policy and public administration

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