

**EXECUTIVE ASSISTANT I, ASSOCIATE VICE PRESIDENT OF FACILITIES
MANAGEMENT**

GENERAL STATEMENT:

Provide secretarial support to the Associate Vice President of Facilities Management and department.

REPORTS TO:

Associate Vice President of Facilities Management

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED required; Associate degree preferred

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Three (3) years recent office experience.

OTHER:

Computer/word processing and typing skills; Good organizational and telephone skills; Ability to operate all office equipment; Must have good public relations skills and the ability to work well with other employees.

DUTIES AND RESPONSIBILITIES:

- Receptions duties include, but not limited to, greet visitors, receive phone calls, emails, answer questions and/or direct to appropriate department.
- Maintain correspondence including typing memos, letters, and emails, faxing and copying.
- Prepare and/or assist with purchase orders and travel requests.
- Maintain filing system for department records.
- Open, sort, and label mail for delivery to different user areas on all campuses.
- Enter work orders and distribute to appropriate personnel.
- Provide reports as requested.
- Monitor and submit department time sheets each month.
- Maintain inventory for the department and order supplies as needed.
- Prepare supplies each day for delivery.
- Use 2-way Radio or cell phone to contact department staff. .
- Other duties as assigned by appropriate supervisory personnel.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

*Approved: 09/25/2017 Revised:
JD732*