



THE AMERICAN PHYSIOLOGICAL SOCIETY

POSITION DESCRIPTION

1. General Information

Position title	Office Assistant
Status	Non-Exempt, 37.5 Hours
Reports to (title)	Executive Assistant
Department	Executive Office
Date	9/10/2018

2. Primary Function

<p>Greets visitors and answers the main phone line in a professional and courteous manner. Sorts Daily mail. Schedules events for the conference rooms, plans, coordinates and provides logistical support for all on-site events.</p>
--

3. Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Meets and greets visitors arriving at main entrance, answers the main telephone line during normal business hours and directs calls to the appropriate staff. Informs employees about their visitors.	10
2	Maintains APS mailroom by sorting the mail daily. Submits billing information to appropriate department. Stamps and mails daily items. Monitors outside deliveries.	15
1	Reserves conference facilities as needed and maintains the schedule.	10
3	Assists Executive Director and other departments with any and all secretarial and administrative functions as requested by the department directors	10
2	Manages the room set-up, food and beverage service and special needs for APS weekday events. Assists organizers with identifying food requirements and ordering from selected caterers.	15
3	Obtains and coordinates IT and Building services as required for APS events.	10
4	Maintains adequate inventory of disposables and beverages for all planned events. Orders supplies as required.	10
5	Provides all charges for catering and inventory items to identified person responsible for billing.	10
6	Assists the Executive Assistant as needed.	5
7	Assigns FOBS, parking passes and fitness facility access as needed to employees and visitors.	5

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals.



THE AMERICAN PHYSIOLOGICAL SOCIETY

4. Direct Reports

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
N/A			

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert	
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
x	High School	General	Customer Service Skills	C
	Professional/Technical	General	Interpersonal Skills	C
	College courses		Ability to Multi-Task	B
	Bachelor's degree		Written and Verbal Communication	B
	Master's degree		MS Word and MS Excel	B
x	Other	At least 2 years' experience planning and arranging meetings	Negotiating Skills	B
			Organizational Skills	B

6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.	Inventory and ordering of supplies. Scheduling meetings. Assigning FOBS to staff
	Give two or three examples of decisions you refer to a higher authority.	Conflicts in conference calendar scheduling. Special needs for departments. Reimbursement of cash expenses.
	Indicate any special policies, formal procedures, or precedents that guide your work.	APS Employee Handbook. APS Operational Guide

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Conference/Meeting organizers	APS Departments	Determines support needs.
	IT Helpdesk	APS IT Department	Identifies and obtains needed IT support.
	Building Staff	Building Landlord	Identifies and obtains needed support.
	Department staff	APS Departments	Identify administrative and secretarial needs.
Caterers	Vendors	Identifies and obtains required food, beverages and services.	



THE AMERICAN PHYSIOLOGICAL SOCIETY

8. Working Conditions	<p>This position requires sitting (70%), standing (5%), and walking (25%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none">• Occasionally requires lifting materials of approximately 20 lbs.• Requires computer work involving extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none">• Dayshift hours primarily.• Other work related assignments on weekends is possible.