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# Office Admin Track

Administrative Support professionals are responsible for a variety of tasks to support the department or project to which they are assigned. They are responsible for organizing and maintaining files, both paper and electronic, tracking documents and preparing correspondences, scheduling meetings and assisting in whatever other ways necessary. Individuals in this track will possess strong interpersonal, time management, and organizational skills and will be able to work both independently and as a part of a team. They will be skilled in MS Office programs and excel in a fast paced, ever changing work environment.

## Level I: Receptionist

- Answer main phone lines and greet visitors
- Sort incoming mail, receive packages
- Assist departments with scanning/filing as requested

## Level I: Corporate Administrative Assistant (office) / Project Administrative Assistant (field ops)

- Back-up to Receptionist / Answer all field office calls and correspondence
- Order office supplies for office / field
- Maintenance calls for office equipment / Coordinate office equipment needs with IT
- Assist as requested/needed by department or job (ie Flight and hotel reservations)
- General overflow work for filing, organizing, scanning, etc.
- Field Ops: Coordinate and interact with corporate office to facilitate project needs

## Level II: Department Administrative Assistant

- Directly assist specific department and Group Manager with scheduling, filing, correspondence
- Gatekeeper for phones, incoming correspondence, etc
- Ensure follow-up and action items are completed as needed

## Level III: Executive Administrative Assistant

- Directly assist Senior Manager with scheduling, filing, correspondence
- Gatekeeper for phones, incoming correspondence,
- Ensure follow-up and action items are completed as needed

## Level III: Office Manager

- Oversee coordination of building maintenance and cleaning, furniture, gym equipment
- Coordinates space planning (office and desk areas for staff)
- Coordinate office functions and events
- Oversee Receptionist and Corporate Administrative Assistant's responsibilities

## Level IV: Executive Assistant

- Directly assist Senior Executive with all confidential C-suite level needs
- Scheduling, calls, action items and follow-up items

*For more information visit [www.brayman.com/employment](http://www.brayman.com/employment).*

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