



Position Title: Project Assistant

Department: Facilities

Reports to: Director, Capital Projects

Employment Status: Full-time 37.5 hours per week, 7.5 hours per day, at minimum occasional overtime as needed

Comp Grade: 3

Work Hours: 8:30AM – 4:30PM

FLSA: Non-Exempt

Supervisory Responsibilities: N/A

Position Summary:

This position supports the Facilities department performing routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, as well as providing information to callers and greeting visitors.

Essential Functions/Position Responsibilities:

- Answers telephones and emails providing information requested and/or forwarding/transferring accordingly to the appropriate party
- Manages paper and electronic filing systems, recording information, auditing/updating paperwork, or maintaining documents such as project files, purchase orders, contractor sign-in sheets and daily logs, etc.
- Creates, maintains and/or enters information into databases, spreadsheets, Outlook calendars
- Prepares reports and presentation materials, meeting agendas and minutes
- Assists with project management tasks and contractor certified payroll administration
- Schedules and confirms appointments for team and business partners
- Assists with greeting visitors and directing them to the appropriate parties to meet their needs
- Assists Maintenance Department Manager with administrative tasks as assigned by Director

When duties and responsibilities change, the employee may be asked to perform other duties as required as business needs dictate. Employees are required to identify any changes in their job duties since the descriptions were last reviewed. Additionally, MART may ask that employees conduct a review of their position as part of the performance-evaluation process.

Qualifications:

- High school Diploma or GED
- Minimum of 2 years of administrative experience in a fast-paced environment
- Working experience with using multi-line phone systems
- Reliable means of transportation

Skills:

- Excellent communication skills including listening, oral and written
- Skilled in Adobe Pro, as well as MS Office Suite: Outlook, Word, PowerPoint and Excel
- Strong organizational skills with the ability to manage time effectively
- Ability to use a calculator, add and subtract
- Attention to detail a must
- Critical thinking and analytical skills highly desired

Working Environment and Physical Demands

Works primarily in a typical, climate-controlled office environment.

PHYSICAL REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Ability to work closely with diverse group of people			X	
Regular, predictable attendance				X
Ability to sit for extended period				X
Use of hands and fingers to operate telephone and computer				X
Moderate noise				X
Hearing				X
Dusty Environment	X			
Exposure to Fumes/Odors	X			
Exposure to Heat/Cold Temps	X			
Climbing Stairs	X			
Walking		X		
Stress			X	
Standing		X		
Stooping		X		
Bending		X		
Climbing Ladder	X			
Twisting Neck			X	
Reaching/Pulling/Pushing		X		
Lifting 10 lbs. or less			X	
Lifting 40 to 50 lbs.	X			
Driving	X			
Specific Vision Abilities- close vision due to computer work				X
Color Vision – Ability to identify and distinguish colors				X
COGNITIVE REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Communication Oral				X
Communication Written				X
Interpreting Skills				X

Implementing		X		
Evaluating		X		
Organizing			X	
Consulting		X		
Analyzing				X
Presenting		X		
Supervising	X			
Ability to Deal with Stressful situations		X		
Ability to Deal with Trauma, grief, death	X			
Ability to deal with Public Contact			X	
Decision making		X		
Work with Others			X	
Work Alone				X
Concentration			X	
Comprehend and follow instructions				X
Relate to Others			X	
Influence Others			X	
Perform complex or varied tasks			X	

Special Comments:

Manager Signature: _____ **Date:** _____

Human Resources Signature: _____ **Date:** _____

Printed Employee Name: _____

Employee Signature: _____ **Date:** _____