

## **Administrative Assistant**

The Administrative Assistant is to assist with general office tasks and administrative duties to include answering telephone calls, entering data, bookkeeping, maintaining office equipment and so on. An effective Administrative Assistant should be able to easily, adapt to change.

### **Job Duties:**

- Pleasantly greet visitors, staff, guest and make them feel comfortable, both in person and over the phone
- Prepare communications, such as memos, emails, requisitions, reports and other correspondence
- Make and receive phone calls, check voicemail daily
- Process incoming mail, and manage email account
- Organize the office and order general office supplies, including paper, pens, ink/toner, etc., to ensure staff has everything they need to succeed
- Create and maintain filing systems, both electronic and physical
- Manage Vendor accounts and perform bookkeeping
- Alert the management of potential security issues

### **Requirements:**

- Excellent interpersonal skills, telephone etiquette, communication and customer service skills
- Computer literate with knowledge of various Microsoft Office and other database applications and letter writing
- Must be punctual, a self-starter and able to work well independently and with others
- Exhibit professionalism, with excellent time management and organizational skills

### **Qualifications:**

High School Diploma or equivalent

### **To Apply:**

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at [HROFFICE@hamptonu.edu](mailto:HROFFICE@hamptonu.edu) or fax to (757) 727-5969:

Office of Human Resources  
Hampton University  
Hampton, VA 23668

*\*\*No phone calls*

*\*\*Incomplete applications will not be considered*

### **Forms:**

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.