



**Administrative
Assistant
Position Description
Rev. 2022.01.21**

Position Summary

The Administrative Assistant position is required to be detail oriented, organized, personable and dependable in order to support the continued growth of the company. The below qualifications, physical requirements and responsibilities, along with the criteria defined within True North's Employee Handbook shall constitute the primary requirements of the position.

Essential Duties and Responsibilities

- Review and sort incoming mail for processing. Send and review outbound mail for correct addresses and postage information.
- Answer phones in a professional manner, providing answers when possible and transferring calls or taking messages when needed.
- Greet guests in the office and direct them appropriately.
- Reserve and track conference room and open desks.
- Update client and vendor information in NetSuite.
- Process vendor bills, obtain vendor insurance certificates, tax information, and documentation and save in SharePoint.
- Contract review and insurance assistance.
- Proposal and Master Service Agreement support.
- Follow up and/or assist employees and the Company with licenses and certifications to stay current and remain in compliance with County, State and Federal regulations. Update SharePoint and Paycor.
- Coordinate and oversee document control and document management programs.
- Place orders for necessary office items.
- Track and collect monthly field vehicle inspections from fleet managers.
- Assist fleet managers with coordinating and scheduling field vehicle maintenance.
- Book travel and lodging arrangements for non-project related organizational travel.
- Provide office support, including scheduling internal and external meetings and appointments for the staff as well as the executive team.
- Support all office locations (Illinois, Wisconsin, Virginia).
- Demonstrate dedication to company core values and communicate core values internally and externally.

Minimal Qualifications

- Associates Degree, or equivalent work experience in clerical or general office experience;
- Proficient in Microsoft Office;



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- Strong written and verbal communication skills, attention to detail, and willingness to work in a team setting;
- Exceptional integrity and the ability to maintain highly confidential information.

Physical Requirements

- Able to lift a minimum of 40 pounds;
- Perform sedentary work requiring exerting up to 10 pounds of force occasionally;
- Visual acuity;
- Hearing and talking to perceive the expression and exchange of ideas.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Cover letter and resume can be submitted to: info@consulttruenorth.com.