

Administrative Assistant

Reports To: Executive Director

Location: Happy Camp Administration Office

Salary: \$9.00 to \$15.00, depending on experience

Summary: The Administrative Assistant, under direct supervision, will provide administrative and clerical support to the Executive Director, Construction Manager, and other department directors as required.

1) What are your typical job responsibilities?

My job responsibilities are to provide administrative assistance to the executive director and construction managers.

2) How do you *really* spend your day?

I spend my days fielding phone calls, ordering supplies and equipment, preparing construction documents, filing and organizing the materials for the bi-monthly board meetings.

3) How do you organize your day to ensure you get everything done?

That would depend on the to-do list for the day. My tasks for each day are varied.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

My reluctance to leave the area has been the impetus for the wide variety of jobs that I have worked that have consequently given me the experience along with my continuing education that led me to the position that I now hold.

5) Uppers; what is the thing that you love most about your job?

I love most the limitless opportunity to learn and expand.

6) Downers; what is the thing that you love least about your job?

Filing.

7) What inspires, excites, and/or motivates you in your job?

The opportunity to learn and grow.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

I am usually in the office the full 40 hours a week. I am scheduled for travel and training one week every three or four months. I usually have four to eight hours per month scheduled for appointments and eight hours every other month for personal time.

9) How do you relieve stress?

Exercise.

10) Does your job include a lot of traveling? Do you enjoy it?

I do not do a great deal of traveling but I do enjoy it when I do travel.

11) What advice would you give to someone interested in this line of work?

Remain flexible and open minded to the opportunities that become available for learning, growing and advancing.

12) What does *a typical day in your world* look like?

The typical day is always changing.