



### **Administrative Intern**

Performs a variety of administrative functions including filing and data entry and may assist with overflow work from various departments.

#### **Job Responsibilities:**

Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

#### **Job Duties:**

- Provide general administrative and clerical support including data entry, mailing, scanning and faxing.
- Maintain hard copy filing system.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Creates and revises systems and procedures by analyzing operating practices and recordkeeping systems.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Provides information by answering questions and requests.
- Assists with phones, scheduling and event planning.
- Contributes to team effort by accomplishing related results as needed.

#### **Skills and Qualifications:**

Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Verbal Communication

#### **Qualifications:**

- Proficiency in MS Word, MS Excel and MS Outlook
- Excellent communication skills – written and verbal
- Ability to prioritize projects and strong problem solving skills
- Good research skills and attention to detail