

# RT Communications, Inc.

**Job Title:** Part-time Administrative Assistant

**Department:**

**Supervisor:** Management Team

**Date:** August 14, 2008

**Location:** Worland

**Closing:** Until Filled

*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

## **General Summary:**

Performs a variety of moderately complex office and project management duties that support and assist staff. May edit and review material for accuracy. Composes and prepares routine letters/reports, memos and other document handling functions. May assist with Company mail distribution procedures. Keeps a monthly spreadsheet of ACT/DSL mail. May assist with bank deposits. May also assist a variety of departments with clerical duties.

## **Knowledge, Skills, and Abilities:**

- Knowledge of general office practices and procedures.
- Knowledge of company policies and procedures.
- Knowledge of written communication practices, procedures, and formats.
- Skill in operating office equipment such as a personal computer, printers, copiers, various software programs and telephone systems.
- Skill in oral and written communication.
- Ability to communicate with customers, co-workers, and various business contacts in a professional and courteous manner.
- Ability to pay close attention to detail.
- Ability to work independently.
- Ability to effectively function as a team player.

## **Education and Experience:**

High School diploma or equivalent PLUS office support experience preferred.

## **General Information:**

This is a part-time non-exempt position. Approximately 15 to 20 hours per week with flexible schedule.