



SOUTHWEST LOUISIANA REGIONAL PLANNING COMMISSION (SWLA-RPC)
Lake Charles, Louisiana

TITLE: Administrative Assistant

SALARY RANGE: Based on Qualifications

DEADLINE FOR SUBMISSION: Open

DESCRIPTION: The duties of the Administrative Assistant will include the following activities:

- Provide administrative support to ensure efficient operation of the office.
- Provide support to the finance team in payroll and accounts payable.
- Answer phone calls, schedules meetings and support visitors.
- Carry out administrative duties such as filing, copying, binding, scanning etc.
- Complete operational requirements by scheduling and assigning administrative projects and expediting work results.
- Make meeting arrangements for senior team members such as ordering meals and making conference room reservations.
- Exhibit polite and professional communication via phone, e-mail, and mail.
- Develop administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Provide information by answering questions and requests.
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Other duties as assigned.

QUALIFICATIONS:

Associate's degree in business management, finance, marketing, accounting or information technology required. Bachelor's degree preferred. Experience and knowledge of software programs, copiers, and scanners is required. Excellent oral and written communication and organizational skills are necessary.

Interested candidates should submit a cover letter and resume to:

humanresources@planswla.com.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. SWLA-RPC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap.