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Job Description:

Working as both an Administrative Assistant and Receptionist, duties are broken down into two distinct categories:

Reception Area Essential Duties

- Maintains security by following procedures, as well as monitoring front desk employee and visitor arrivals.
- Maintains continuity among teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications:

Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management.

Administrative Assistant Essential Duties and Responsibilities

- Composes and types correspondence for Account Executive Group.
- Creates and maintains spreadsheets, reports and miscellaneous forms as needed.

- Receives and refers telephone calls to proper party and takes and delivers messages.
- Receives mail and faxes and distributes.
- Maintains required files.
- Retrieves and distributes mail and reports.
- Retrieve and distribute weekly client reports for Account Executives.
- Enters expense reports for Account Executives, Sales Planning, and Field Sales Reps.
- Complies with all company policies and procedures.
- Complies with Kable Client Confidentiality Agreement and safeguards confidentiality of Company data handled or obtained in the performance of assigned duties.

MARGINAL DUTIES AND RESPONSIBILITIES

Performs all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

NOTE: The requirements listed below are representative of the ***knowledge, skills, and abilities*** required to perform this job. Individuals must possess these minimum qualifications or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills and abilities.

General

Requires the ability to operate a PC/Data Entry Terminal, Calculator, Fax Machine, Copier, and Multi-line Phone. Good working knowledge of Microsoft Word, Excel, Power Point software.

Education and/or Experience

- High school diploma or general education degree (GED).

OR

- One to three months of related experience and/or training.

OR

- Equivalent combination of education and experience.

Certificates, Licenses, Registrations

None.

Language Skills (English)

- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Performance Ability

Ability to perform the essential functions in a satisfactory manner or demonstrate satisfactory progress within 3 months from the date of hire. (See Disclaimer)

PHYSICAL DEMANDS

In addition to the statement above, ability to comply with all requirements outlined on the Work Description and Physician Report of Work Capacity document.

WORK ENVIRONMENT

Typical office/administrative work environment with moderate noise to include computers, printers, telephones and co-worker interactions.

DISCLAIMER

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested in the course of employment. Requirements are representative of the minimum levels of knowledge, skills, and/or abilities to perform this job successfully, the incumbent will possess the abilities or aptitude to perform each duty proficiently. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The company reserves the right to change the requirements of the position to meet the changing needs of the company. Changes may include, but are not limited to, the essential duties and the qualifications required for the position.