



ICON Attractions, LLC Job Description

Job Title: Administrative Assistant
Reports To: General Manager
FLSA Status: Non-Exempt
Department: Operations

Summary: Responsible for relaying incoming telephone calls, greeting visitors and performing diversified clerical duties in a professional manner by performing the following duties.

Duties and Responsibilities

1. Answers multi-line telephone system takes accurate messages and/or transfers telephone calls to the appropriate person in an efficient manner.
2. Greets and screens incoming visitors in a professional manner and promptly notifies the appropriate person of their arrival.
3. Receives and signs for courier deliveries and notifies appropriate personnel that packages have arrived.
4. Receives, sorts and distributes incoming mail and prepares outgoing mail in a timely manner.
5. Operates standard office equipment to include:
 - multi-line telephone system
 - Copy/scan/fax/printer machine.
 - calculator
 - laptop/computer/printer
 - Dymo label makers
6. Emails correspondence and various documentation in proper format and proofreads/distributes as assigned.
7. Maintains proper response letters on computer for various incoming correspondence.
8. Files correspondence and documents as necessary.
9. Performs other office related duties as assigned.



Skills:

Interpersonal Skills
Oral Communication Skills
Written Communication Skills
Reading Skills
Technical Communication
Customer Service
Diplomacy
Professionalism

Filing
Math Aptitude
Organization
Planning
Time Management
Computer Literacy
Keyboard Skills

Language Ability:

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, clients, and other employees of the organization. Have oral and written proficiency of the English language.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule format.

Education/Experience:

High School Diploma or Equivalent. Prior administrative and accounting experience helpful.