

## **Full Job Description:**

### **Administrative Assistant**

**Status:** Full-Time/Salaried      **Starting Salary Range:** \$35,000 to \$40,000

**Reporting Responsibility:** This position reports to the Director of Administration

**Location:** Accomac, Virginia

Review of applications will begin **February 24, 2023** and continue until filled.



[WWW.A-NPDC.ORG](http://WWW.A-NPDC.ORG)

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### ***Overview:***

The Accomack-Northampton Planning District Commission (A-NPDC) has been the Eastern Shore of Virginia's regional planning organization since 1970. Created by the Commonwealth of Virginia and working with the Counties of Accomack and Northampton and the Town of Chincoteague, the A-NPDC supports planning and community development efforts and provides technical assistance on behalf of the Commonwealth. The A-NPDC focuses on issues of regional importance by working with local, state, and federal governments.

This is an exciting opportunity, with benefits, for a driven professional to gain experience in recording financial accounts and records.

### ***Job Description:***

The Administrative Assistant will provide administrative support to the agency by answering phones, assisting in-person contacts, assisting a team of project managers with correspondences, bid documents and applications, and performing other administrative tasks as needed.

### ***Specific Responsibilities:***

The Administrative Assistant is responsible for providing administrative support to the agency and assisting a team of project managers.

Specific responsibilities include:

- Ability to work with the public in person and by telephone
- Ability to accept, record and manage payments
- Perform skills in filing and document management
- Ability to handle confidential and sensitive issues appropriately
- Ability to communicate effectively orally and in writing
- Perform skills in the use of computers and software applications to include MS Word and Excel
- Perform various administrative duties
- Willingness to learn computer software
- Managing advertising publications
- Track and purchase supplies
- Manage arrangements with hotel and restaurants for staff
- Coordinate registration for staff for various conferences and seminars
- Ability to work independently and in a team
- Ability to attend board meetings and prepare minutes
- Provide assistance and support to other team members
- Willingness to take on additional responsibilities when time allows

***Required Skills and Qualifications:***

The Administrative Assistant must have excellent skills in ability to work independently and in a team: have skills in verbal and written communication; have outstanding people skills and be self-motivated. Computer proficiency is required in MS Word and MS Excel. Proficiency in other software is a plus. Accounting skills are a plus but not required.

The successful candidate will have a high school diploma or GED: supplemented by 2 to 3 years previous experience and/or training in administrative office support.

***To Apply:***

Submit cover letter with statement of interest and resume to Sandy Taylor at [staylor@a-npdc.org](mailto:staylor@a-npdc.org) , with Administrative Assistant in the subject line, or mail a hard copy to the A-NPDC at 23372 Front Street, Accomac, VA 23301.

The A-NPDC is an Equal Opportunity Employer.