

Administrative Assistant/ Physical Plant Department

Position Summary: Act as department assistant in main office, dispatch and process work requests.

Essential Functions:

- Input work request from *iService Desk* into TMAweb system
- Assign work request to appropriate trades
- Keep TMAweb information updated and compiling reports as requested by administrative staff
- Perform general administrative assistant tasks, such as answering telephones, recording messages, relaying information to maintenance staff, and maintaining office supplies
- Answer questions related to work tickets when trade supervisors are not available
- Respond to request for keys and maintain an accurate record of all key codes
- Posting charges and closing work tickets when necessary
- Maintain a sign-in sheet for all contractors and vendors reporting for work on campus
- Data entry and electronic filing for bills
- Create a positive atmosphere in reception area for all students, staff, faculty, and community persons

Qualifications:

- High School Diploma, required; Associates' Degree, preferred
- One year for related office work, required; Three years, preferred
- Appropriate oral and written communication skills
- Adequate skills in the use of office technology
- Excellent interpersonal skill
- Ability to work cooperatively with others

Reports To:

- Physical Plant Department Office Manager

FLSA Status:

- Full Time; non-exempt