

<b>Job Title:</b>	Administrative Assistant	<b>FLSA:</b>	Non-exempt
<b>Division:</b>	Human Resources	<b>Revision Date:</b>	04/01/2021

**Position Purpose:**

Provides administrative support to Midwest Heritage, human resources and the executive staff. Greets and responds to visitors, in person or by phone and routes inquiries from external or internal sources. Duties include scheduling and coordinating meetings, travel and events, managing administrative projects and general office operations. Responsible for collecting, reviewing, analyzing, creating and distributing presentation materials. Handles highly confidential and sensitive information.

**Essential Functions:**

- Provide general office support such as greeting visitors, answering/screening/directing phone calls, photocopying, ordering supplies, mail distribution and ensuring security and tactfulness.
- Arrange and schedule a variety of meetings and assist management in the coordination of their calendars and travel arrangements. Includes scheduling appointments, confirming dates and times, reserving meeting rooms, ordering food and preparing materials and equipment needed.
- Responsible for supporting executive staff and human resources with daily/weekly/monthly assignments and projects including: collecting, reviewing, analyzing, creating and distributing reports/presentation materials.
- Plan, coordinate, and execute administrative projects to support the business; including serving as the key coordinator in organizing and setting up company events, birthday/anniversary/condolence programs, etc.
- Manage and maintain facilities, vendors, and supplies including being responsible for the general up keep of the EP True office and ensuring the facility and premises are clean and presentable, serve as the primary contact for office machines and supply vendors.
- Performs other job-related duties and special projects as required.

**Knowledge, Skills, Abilities Required:**

- Commitment to the Midwest Heritage mission and willingness to promote the values of the organization.
- Excellent organizational and time management skills.
- Proficient computer skills including Microsoft Office.
- Good verbal and written communication skills
- Strong interpersonal skills; ability to relate to and interact with people in a friendly, professional manner
- Strong leadership skills; ability to manage workflow, discipline and assist employees with problems
- Ability to identify problems, develop and execute solutions

**Education, Experience, and Other Requirements:**

- Minimum Education: High school diploma or equivalent required, two or four-year college degree preferred.

- Minimum Experience: 2+ years' experience in a related role required (6 months related experience with Associate's or Bachelor's Degree).

**Reporting Relations:**

Accountable and Reports to: VP, Human Resources

Supervisor Responsibilities: None

**Working Conditions and Physical Requirements:**

- The duties of this position are normally performed in a general office setting. This is a fast paced work environment.
- This position is classified sedentary/light and requires the ability to sit for long periods of time.
- There is frequent pressure to meet deadlines and handle multiple projects in a day.
- Visual requirements include: ability to see detail at near range with or without correction.
- Must be able to perform the following physical activities: sitting for long periods, talking (in person and by telephone), hearing and repetitive motions.

**Travel:**

Minimal travel mainly local between Midwest Heritage locations and running errands.

**Other Position Requirements:**

Contacts: This position works with Midwest Heritage employees, customers, Hy-Vee employees, vendors and outside agents doing direct business with Midwest Heritage.

Confidentiality: This position has the responsibility to protect the privacy and confidentiality of customers, employees and bank/insurance/financial information at all times.

In the performance of their respective tasks and duties all employees are expected to:

- Follow all state and federal regulatory requirements and complete assigned training courses within the required timeframes.
- Perform quality work within deadlines.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Ability to handle highly confidential and sensitive information.

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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Your signature indicates that you have reviewed this job description and understand all expectations. Please return a signed original to Human Resources for the employee file.

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**Employee Name (please print)**

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**Signature of Employee**

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**Date**