
Alabama Supercomputer Authority

ASA

Position: Administrative Assistant to CEO

Reports to: Chief Executive Officer

Location: ASA Montgomery

Open until filled

Salary Range: \$32,000-\$46,000



General Description

The Administrative Assistant reports to the CEO. The Administrative Assistant coordinates all activities for the CEO, facilitates all official government, state and local communications. This position coordinates and plans ASA executive committee and board meetings. Greets all visitors and serves as point of contact for agency.

Responsibilities

- Administrative support for the CEO
- Schedule and maintains CEO calendar as well as office calendar.
- Responsible for executive committee and board meetings; scheduling, agenda, and minutes
- Provides communication to board members at the direction of the CEO
- Coordinates office needs and all communication with RSA building manager
- Responsible for mail and distribution
- Responsible for deposits and mailing vendor checks
- Office liaison with all state agencies, state officials and other entities
- Maintains agency vehicles
- ASA receptionist for visitors
- Coordinates the State Combined Campaign
- Works with the Alabama Ethics Commission to provide Statement of Economic
- Lead on Recycling Report for Environmental Management Agency
- Lead on the Records Dispositions Authority (RDA) for Archives and History

Principle Accountabilities

- Schedule and update office calendar to coordinate all activities for CEO and staff
- Schedule board meetings and prepare material
- First contact for visitors and phone calls
- Provide professionalism in all communication, in person and electronic communications

Qualifications

Associate degree, 2 years preferred in administrative experience. Proficient use of Microsoft Office products as required in the course of duties.