



Position Description

Position Title: Administrative Assistant

Report to: Managing Director (Team Leader)

General Description of Work:

An Administrative Assistant provides administrative support involving matters related to business and real estate development projects. At all times, administrative assistants will exhibit professional conduct and behaviors as defined in the personnel manual. Administrative assistants work a conventional 37 ½ hour work week, 7 ½ hours per day in an office environment, the starting and ending times determined by the needs of the individual team to which they are assigned. Provides administrative support for other functions within the organization such as mail delivery, reception phone relief, ordering supplies and executing files, as required. Job duties are subject to change as directed by management.

I. Typical Tasks:

Responsible for all general administrative and secretarial support to the team leader and the team members. Specific duties include, but are not limited to: write and distribute email, correspondence memos, letters, faxes and forms; assist in the preparation of regularly scheduled reports; develop and maintain a filing system; maintain contact lists

Handles confidential, sensitive secretarial work involving complex procedures and complicated subject matters for the team leader and team to which she/he is assigned. May read correspondence and reports and summarize information to facilitate team leader's review.

Routes correspondence, information requests, and assignments to staff members; delivers documents to City agencies; follows-up to ensure completion.

Promptly answers the telephone for the team, takes messages, distributes information; opens, date stamps and distributes the mail.

Follows up with staff members to ensure that requests are completed; prepares mailings; orders supplies for team, obtaining the team leader's approval before the order is submitted.

Maintains teams' internal electronic filing system, cataloging files and materials as needed. Forward documents and tracks requests for payments to the BDC Accounting Department and other entities as needed.

Coordinates and schedules meetings for the team as needed; prepares materials/ rooms for meetings; may take and transcribe minutes. Manages logistics for BDC team sponsored events.

Page 2

Administrative Assistant

Maintains/ updates internal databases; compiles data to produce narrative and statistical reports.

Highly proficient in MS Office in particular MS Excel and MS PowerPoint to generate correspondence, management reports, presentations, and proposals.

May provide secretarial support to other staff as required.

Provide general support to visitors

Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

II. Knowledge, Skills and Abilities:

Ability to work as a team player; positive, can do attitude and sense of urgency

Professionalism while collaborating with varying managerial levels. Ability to deal with people with tact and diplomacy.

Excellent written and verbal communication skills; knowledge and usage of excellent English grammar, spelling, vocabulary, and punctuation; knowledge of office practices including office protocol and various filing procedures, knowledge of standard business formats for correspondence, narrative reports and related materials; expertise in proofreading.

Highly proficient in MS Office in particular MS Excel and MS PowerPoint. Ability to master other software packages used by BDC.

Excellent time management skills and the ability to prioritize work

Strong organizational skills with the ability to multi-task

Comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

Analytical abilities, aptitude in problem-solving and data research experience are highly valued attributes

III. Education and Experience Requirements:

Minimum of high school diploma and five years of office support experience in all aspects of administration work, including, scheduling appointments, writing correspondence and setting up meetings and agendas or an Associate degree from an accredited college or university with a related and equivalent combination of education and experience or an equivalent combination of education and experience. Experience in data management preferred.

Submit cover letter and resume to Nancy Jordan-Howard, Chief Operating Officer, Baltimore Development Corporation, 36 S. Charles Street, Suite 2100, Baltimore, MD 21201 or by e-mail to bdcnancyjhoward@gmail.com with “Administrative Assistant” in the subject line. No phone calls please. Not all applicants will be contacted.