



**POSITION DESCRIPTION**  
**General Information**

<b>Position Title:</b> Official: Administrative Assistant Internal: The Human Gluestick  <b>Office:</b> Operations  <b>Classification:</b> Full-Time	<b>Date <u>Created</u>/Revised:</b>  July 28, 2019
<b>Work Location:</b>  Remote	<b>Title of Supervisor/s:</b>  Vice President of Operations

**Position Outcome**

<b>Most Important Service or Result Expected from this Position:</b> <ul style="list-style-type: none"> <li>• Provide accurate and timely support in a high-paced environment</li> <li>• Provide superior customer service, externally and internally</li> <li>• Represent FUEL in a professional manner at all times</li> <li>• Uphold the mission of enrollmentFUEL</li> </ul>
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<b>Position Summary:</b>  The Administrative Assistant is responsible for providing support to enrollmentFUEL team members as part of the Operations team. The employee will also work with external partners on various operations tasks. The ideal candidate will work with high accuracy in a fast-paced environment. This position also requires graphic design skills.
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**Required Skills, Traits and Abilities**

<b>Minimum Entry Requirements:</b> <ul style="list-style-type: none"> <li>• Two years of experience as an Administrative Assistant or Executive Assistant</li> <li>• Strong oral, <b>listening</b>, and written communication skills are required</li> <li>• Must be able to build relationships and trust with enrollmentFUEL partners</li> <li>• Must be able to communicate objectives to other team members, have good critical thinking and problem-solving skills</li> <li>• Excellent organizational, analytical, and interpersonal skills</li> <li>• Adobe Creative Cloud proficiency, specifically with inDesign</li> <li>• Microsoft Office proficiency</li> <li>• Must be detail-oriented</li> <li>• An interest in technology and the Internet</li> </ul>
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- Ability to work independently and as part of a team
- Willingness to learn to use new technologies and tools that advance the client partner
- Bachelor's Degree preferred.

### Essential Functions

**Job Tasks:**

1. Manage relationships with enrollmentFUEL team and external partners
2. Evaluate and develop response to client and team member requests
3. Work with internal team members on various tasks, as needed
4. Assist with proofing and editing of documents
5. Assist President with word processing of documents and design of internal and external training materials
6. Draft and edit End-of-Campaign reports in InDesign
7. Assist the President and Vice Presidents with travel arrangements
8. Assist in data collecting and mining of End-of-Campaign reports
9. Accurate and efficient data entry into enrollmentFUEL's CRM
10. Monitor the FUEL Google Voice number
11. Aid in new staff onboarding and training
12. Maintain company web meeting schedules and schedule meetings for President and Vice Presidents, as needed.
13. Assist in various Operations tasks, as needed.
14. Attend team meetings, prepare agendas, and provide notes from the meetings
15. Attend relevant staff retreats and document all action items and oversee staff timelines to completion
16. Provide cross-trained support for:
  - a. Proposals
  - b. Reimbursement/Expense Processing and Tracking
  - c. enrollmentFUEL communication flow (Paddle Wheel)
  - d. Client Invoicing
17. Other duties as assigned

### Work Distribution

% of Total Working Time	Work Tasks and Responsibilities
50%	Administrative and operations tasks
25%	Design tasks
15%	Data related activities
10%	Attend meetings and conferences
5%	Answering emails and phone calls
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**Physical Requirements:**

- Individual must be able to stand or sit, in alternating fashion, for extended periods of time.
- Must be able to lift up to 30 pounds.
- Must be able to wear a headset for phone work.
- Ability to type for extended periods of time.

The statements made here are not an exhaustive list of duties, responsibilities and skills required for this position. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of FUEL.