DEVELOPMENT BANK OF AMERICAN SAMOA

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant **DEPARTMENT:** Admin

FLSA STATUS: Non-Exempt

PRIMARY RESPONSIBILITIES AND BASIC DUTIES

1. Performs executive level administrative tasks of a confidential nature including but not limited to composing letters a must, reports, memorandums, make photocopies, files, distribute mail, etc.
2. Maintains President's appointment schedule by planning and scheduling appointments, meetings and conferences.
3. Receives and interact with visitors and clients with diplomacy.
4. Answers telephones, takes messages and answer inquiries within assigned scope of responsibilities.
5. Maintains files of contracts, board minutes, board actions, Board related matters, ASG memorandums, and any other correspondences the President wishes to file.
6. Compiles department reports for monthly board meetings and provide transcription and dictation of minutes.
7. Transcribes and reminds management meeting minutes.
8. Prepares conference room for board meetings and other conferences.
9. Maintains library of bank archival documents, policies and procedures.
10. Performs any other duties as assigned by the President.

QUALIFICATIONS

EDUCATION/EXPERIENCE: Associate degree in Office Management or Public Administration or equivalent with five to eight years (5-8) of experience.

SKILLS/ABILITIES:

Proficient typing skills.
Good interpersonal and public relation skills.
Proven ability to handle confidential information with discretion.
Good understanding of cultural protocol.
Sound analytical, creative, and problem-solving abilities.
Ability to meet deadlines.
Good project/time management skills.
Ability to work independently.
Ability to operate computer applications and other business equipment including calculators, typewriter, printer, telephone.
Proficient in English and Samoan.
Must have current driver's license.