

## **Administrative Job Description**

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- Provide general office support including telephone answering and transcribe and/or relay messages received, Sorting and distributing mail (including FedEx and interoffice mail).
- Managing calendars; plan, schedule and cancel meetings including reserve and verify meeting locations/conference rooms, meeting attendees, and conference bridge lines and/or video conferencing details. Update meeting details when dates, times, locations, and materials are changed. Review calendar and track weekly activities and tasks.
- Reserving meeting locations/conference rooms.
- Updating meeting details and tracking weekly activities and tasks.
- Preparing materials and documentation for meetings.
- Recording and distributing meeting notes.
- Preparing agendas and compiling meeting notes.
- Scheduling conference calls and recurring meetings.
- Make travel arrangements using the CDC Concur travel system. Prepare travel folder that includes background (confirmation or reservation numbers, locations of meetings and flights, submission and routing of travel claims, and logistics for travel once arriving at the destination, emergency assistance during travel and preparation of boarding documentation the day before travel, document trip, progress reports, and submission for travel compensatory time as appropriate. Gather and prepare travel reimbursement documentation within 5 days of receipt in travel system.
- Maintain an inventory of office supplies, including organizing the storage of office supplies and notifying the designated Point of Contact when supplies need to be purchased.
- Coordinating service requests (e.g., copier maintenance, shredding).
- Preparing routine correspondences and related documents.
- Using Microsoft software, SharePoint, and other programs for administrative duties.