



Job Description

Job Title: Administrative Assistant
Department: International Trade & Business Development
Reports To: Manager of Administration
FLSA Status: Non-Exempt
Approved By: Manny Mencia
Approved Date: February, 2019

BASIC PURPOSE

This is a dual function job responsible that serves as company receptionist and administrative assistant for the International Trade and Development division.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Perform administrative duties as directed by the Manager of Administration to include record retention of physical and electronic files, compile reports, collection of data, correspondence and administrative duties.
- Greet visitors and facilitate office access as appropriate.
- Answer multiple telephone lines
- Maintain a strong working knowledge of EFI programs and services, and other major economic development resources.
- Facilitate information request packages.
- Maintain scheduling for all conference and meeting rooms.
- Prepare Power Point and professional presentations.
- Update and maintain ITD's Calendar of Events as required.
- Prepare check requests for contract payment of international professional fees.
- Manage databases
- Record keeping and filing of documents on to OnBase.
- Compile specific reports from Salesforce and Web Crystal reports.
- Ensure compliance of the RFQ (Request for Qualifications) process from bidders submitting proposals for representation of EFI in foreign countries.
- Responsible for all international shipments, and distribution of correspondence.
- Arrange booth scheduling for all trade events.

SUPERVISION:

None

ACCOUNTABILITY: Impact and Scope:

There are no identified financial or other dimensional accountabilities with this job

MINIMUM QUALIFICATIONS REQUIRED:

- One year of administrative experience.
- Computer skills: Microsoft Office, Microsoft Outlook and the Internet
- Knowledge of office procedures and practices
- Three years of administrative experience

PREFERRED QUALIFICATIONS:

- Ability to collect, evaluate and analyze data relating to administrative functions.
- Ability to effectively communicate in a pertinent second language.

Send resume with salary history to: hrdirector@enterprise-florida.com

EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.