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Administrative Assistant to the D-O LRT Project

Position opening: Durham, NC

The Administrative Assistant to the future light rail project (D-O LRT) is responsible for performing a wide variety of advanced, diverse, and often confidential administrative and paraprofessional duties in support of the Director's Office. Reviews and processes documents and maintains a variety of reports and computerized databases.

Responsibilities Include (but not limited to):

- Coordinating the daily administrative activities of the D-O LRT project office.
- Scheduling and maintaining calendar of meetings, appointments, and itineraries. Serving as administrative liaison with others within and outside the department.
- Administering programs, projects, and processes specific to the department. Tracking and reporting activity. Assisting on departmental budget projections and monitoring program/project expenditures. Maintaining related records and generates activity reports for management review. Administering assigned programs/processes in accordance with established guidelines and procedures.
- Maintaining system to ensure correspondence, responses to inquiries, and projects completed in a timely manner by the established completion dates. Coordinating across department lines.
- Screening telephone calls and visitors. Resolving routine and complex inquiries. Opening, prioritizing and routing correspondence.
- Documenting correspondence sent to and from the department according to established Document Control Procedures.
- Utilizing PC based word processing applications to prepare a wide variety of correspondence, reports, memoranda, meeting agendas/minutes and presentations. Using spreadsheet applications to record, track, monitor, and report statistical information on department projects and processes.
- Drafting routine correspondence and memoranda.
- Serving as the department's liaison.
- Coordinating various department activities and special projects.
- Preparing and maintaining a variety of reports, lists, charts, schedules, tables, and exhibits, which may contain confidential information and data.
- Developing, updating, and maintaining databases, and verifying data for accuracy and completeness.
- Performing other duties as assigned.

The qualified candidate holds an Associate's Degree from an accredited college or university, with four (4) years of experience in administrative or advanced secretarial work, where comprehensive skills have been demonstrated through successful performance of a variety of administrative duties. Administrative work in a technical environment is preferred. Knowledge of organizational practices, policies, and programs is essential to this role. The candidate must be highly organized and able to independently plan work and develop procedures. Strong written and oral communication skills are required, as well as intermediate to advanced level skills using PCs including the Microsoft Office Packages. Salary range is \$31,821 - \$59,500 and a comprehensive benefits package is offered.

Qualified applicants can email cover letter and resume to jobs@gotriangle.org.

No phone calls or 3rd party solicitations, please. EOE.