

ADMINISTRATIVE CAREER PATH AT ENTELLUS

Office Manager (7+ years experience)
Clerical / Administrative Supervisor (5-7+ years experience)
Senior Administrative Assistant (3-5+ years experience)
Administrative Assistant (1-3+ years experience)
Receptionist / Telephone Operator (1+ years experience)
Intern or Entry Level (no experience)

Office Manager: Coordinate and direct administrative support functions for an office or department. Implement policies and procedures for production of documents, work flow, filing, ordering of supplies, records maintenance, and other clerical services. Organizes office operations such as workspace assignment and layout. May assist in decision process for hiring, terminating, promoting, or evaluating office personnel. May monitor budget, accounting, or time records. Typically supervises less than ten employees. Usually requires 7 years relevant administrative experience.

Clerical / Administrative Supervisor: Supervises administrative or clerical support personnel. Assigns duties and direct activities such as typing or word processing documents, filing, answering phones, ordering supplies, mailing correspondence or packages, or other services. Examine work flow and revise processes as necessary to improve efficiency. Usually requires 5-7 years relevant experience.

Senior Administrative Assistant (Senior Administrative Specialist, Senior Production Coordinator): Performs specialized office or clerical support tasks that require previous knowledge of department or company procedures. Operates with minimal supervision and may exercise independent judgment in completing assignments. Examples of work performed might include preparing complex reports or forms, maintaining records or files, interpreting data, resolving routine problems, or answering questions. Usually a senior level position requiring 3-5 years relevant experience.

Administrative Assistant (Administrative Specialist, Production Coordinator): Supplies administrative support services to an executive, professional group, or organizational department. Assembles and analyzes fairly complex information or data. Uses independent judgment in completing activities and operates under general supervision. Oversees administrative procedures and processes for assigned area. May act as an administrative liaison with internal and/or external sources. This is not a secretarial position. This is an intermediate level requiring 1-3 years relevant experience.

Receptionist / Telephone Operator (Staff Assistant): Receives incoming telephone calls for an organization, obtains caller's name, and forwards call to appropriate person or takes a message. Greets clients and visitors and directs to conference room or staff member's office. Provides information and assistance to clients and customers. Answers inquiries for the general public. Schedules appointments, maintains conference room schedule, receives or sends out messenger/courier items. Performs typing and other clerical duties. Usually requires 1 year relevant experience.

Administrative Intern: Performs clerical and administrative support duties to support various administrative functions. Maintains files, schedules appointments, and may make travel arrangements. Uses a personal computer and various software packages.