



Job Title:	Administrative Assistant	Job Category:	Administrative
Location:	Lawton, OK	Travel Required:	No
Level/Salary Range:	Negotiable	Position Type:	Full-Time
Date Posted:	07/24/2023	Posting Expires	TBD
Applications Sent To:			
EMAIL: info@thefista.com		NAME/TITLE: Dr. Krista Ratliff	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>We are looking for an experienced Administrative Assistant to handle all operations for the front office. Must be able to maintain stable performance under pressure or opposition while handling stress in a manner that is acceptable to others and to the organization. Must be able to maintain effectiveness when experiencing major changes in work tasks or the work environment; adjusting effectively to work within the new work structures, processes, requirements, or cultures. The ideal candidate will provide friendly and professional first contact for FISTA and FISTA tenants to the public, trustees, etc.; The goal is to help the company maintain organization and keep an office running.</p> <p>JOB DUTIES</p> <ul style="list-style-type: none"> • Maintains files, records, general ledgers, policy binders, and minutes. Keeps them safe and accessible. • Ensures compliance with postal regulations; ensures outgoing mail is prepared and ready at the designated time. • Copies and delivers invoices to the FISTA accountant for reimbursement. • Ensures proper signatories on checks, mail invoices, and payments. • Prepares check deposit log and delivers deposits to the FISTA banking institution. • Orders office supplies; serves as a contact for all office equipment. • Compiles data for the annual audit, interacts with an auditor and ensures audit material is provided to the auditor of record. • Maintains familiarity with the daily office calendar. • Check the post office box daily, sort the mail, and make copies for the accountant. • Manages the front office in a professional manner to promote the highest level possible of service. • Maintains the front office in a neat and tidy, clutter-free manner. • Promotes a positive, upbeat, and professional environment. • Direct visitors to appropriate staff and/or resources. • Takes the lead in keeping RSVPs for all events, conference room, and cubicle space. • Maintenance, housekeeping, and all other duties as assigned. <p>REQUIREMENTS</p> <ul style="list-style-type: none"> • High school diploma/GED. • Minimum 2- 5 years of relevant administrative experience. • Preferred experience working with Microsoft Office products and familiarity with databases. • Ability to write and communicate well with others. • Ability to solve practical problems and deal with variables in situations where only limited standardization exists. • Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. • Ability to work independently or without supervision in some scenarios. • Must be able to walk long distances, stand for long periods, and lift/move heavy objects. • Detail-oriented, observation and surveillance skills, stress tolerance, and adaptability. • Visitor Focus, Managing Work, Stress Tolerance, and Adaptability. • Work to understand changes in tasks, situations, and environment and the logic of the basis for change. 			