

Administrative Assistant – Temporary Position

Job Description

Direct Supervisor: Administrative Services Director

Date: June 2026

FLSA Status: Non-Exempt

Work Location: In Office

Position Summary

This is a temporary administrative support position to SWIPCO/SWITA. The position receives direct supervision from the Administrative Services Director. Primary responsibilities include customer service, facilitating the efficient operation of the office, and special projects.

Essential Job Duties:

1. Greet customers and clients of SWIPCO/SWITA in person and over the phone, and be able to direct clients and members to staff according to their needs.
2. Provide secretarial assistance, including telephone support, correspondence, maintaining orderly files, and mail services.
3. Maintain positive working relationships with staff, members, and clients.
4. Perform additional duties as assigned.

Knowledge, Skills, and Abilities Required.

- Broad knowledge of the services provided by SWIPCO, SWITA, and SWIHTF
- Knowledge of basic secretarial and bookkeeping principles
- Excellent knowledge of MS Office suite software
- Knowledge of agency personnel policies and procedures
- Knowledge of agency administrative policies and procedures
- Good oral and written communication skills
- Good time management skills
- Excellent customer service skills
- Ability to maintain the confidentiality of SWIPCO, clients, and member governments
- Ability to work independently
- Ability to prioritize work
- Ability to proficiently operate a variety of office equipment
- Ability to type accurately
- Ability to work with people from various backgrounds
- Ability to follow instructions
- Ability to conduct business in a professional manner
- Occasional work-related travel
- Must be able to exert 20 pounds of force occasionally safely and/or up to 10 of force frequently. Requires walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls (PCP Test Level 2)

Minimum Educational/Physical Requirements

- High School or equivalent
- Two years experience in an office setting preferred
- Proficient use of Microsoft Office software

****This position's workstation is designated as "In Office" on SWIPCO's telework eligibility metric. This means that most normal working days will be in the SWIPCO offices or the field working on projects. Working remotely is possible on an as-needed, ad-hoc basis but will not be the primary workstation. ****

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required

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of personnel in employed in this position. SWIPCO/SWITA reserves the right to revise the functions and duties of the position or require additional or different tasks be performed when circumstances change.

I have read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me.

Employee's Signature

Date

Employer's Signature

Date