

# Job Description

Title: Administration Executive

Work Location: Islamabad Position Status:  Full-time  Part-time

Position Reports to: General Manager -Pakistan

## COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians:

- Dedicate ourselves to our customer's success;
- Compete and win with integrity;
- Create innovative solutions with science and technology; and
- Team and collaborate with accountability.

## JOB SUMMARY

The Administrative Assistant relies on knowledge of and experience with a wide variety of general administrative duties to develop and oversee day-to-day activities. This job requires a high level of organization, time management, attention to detail, and the ability to work independently with little supervision.

## SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

1. Provides efficient and professional administrative support to the Pakistan team.
2. Provides administrative support to the Pakistan team to comply with the corporate travel policy and assist with expenses data collection.
3. Retrieve and distribute mail
4. Manage manufacturers invoice mailings
5. Plans and schedules meetings, responds to various inquiries both external and internal, manages communications via e-mail, phone, etc. Including, reservation of conference rooms, bridges for meetings and manage calendar for conference rooms
6. Setup GlobalMeet meetings, email out invitations to attendees, starting meetings, and managing host privileges
7. Organizes travel arrangements for the Pakistan team and team members visiting from abroad
8. Organizes and accurately maintains filing system of all documents including, but not limited to, NDA's, Tri-partite agreements & company contracts.
9. Plan internal Eventix events
10. Gather all information, order business cards, etc. and manage the Corporate directory

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11. Internet research, presentation development, and editing
12. Copying, scanning, collating, and binding presentations
13. Greet, ID, and badge all visitors
14. Keeps office stocked with the appropriate office material, coffee, tea, water, and other various supplies including orders for refreshments for visitors or internal company purposes

## **KNOWLEDGE, SKILLS AND ABILITIES** [education, certification, experience, general skills]

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required to satisfactorily perform the essential functions of this job.

1. Bachelor's Degree
2. Proven admin or assistant experience of at least 5 years
3. Knowledge of office management systems and procedures
4. Proficient in MS Office
5. Strong organizational and planning skills
6. Experience with domestic and international travel arrangements as well as visa processing and letters of invitation
7. Ability to research and summarize information
8. Excellent written and verbal communication skills
9. Ability to multitask and manage conflicting demands
10. Customer service oriented
11. Ability to maintain confidentiality
12. Attention to detail and problem solving skills

## **SPECIAL REQUIREMENTS** [Travel %, language, etc.]

- None

## **WORK REQUIREMENTS**

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008, and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

**Environment:** Work is performed primarily in a standard [office/warehouse/lab] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

**Physical:** Essential functions require sufficient physical ability and mobility to work in an [office/warehouse/lab] setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to

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occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

## NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties, and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.

<i>Human Resources use only</i>	
Job Title	Administrative Assistant
Management (Yes / No)	No
Status (Exempt / Non-Exempt)	
Date Revised	2021/09/20
HR Approval Signature / Date	
Executive Approval Signature / Date	