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| Job Title: | IN-DHS-Administrative  Assistant | Job Category: |  |
| Department/Group: |  | Job Code/ Req#: | 734831 |
| Location: | Onsite  **Worksite Address:**  302 West Washington Street, Room E208 Indianapolis, Indiana 46204 | **Agency Interview**  **Type:** | Phone and in-person |
| Level/Salary Range: | $22/hr on C2C | Position Type: | Contract |
| Req. Status: | Open | **Start Date:** | 05/06/2024 |
| Expenses Allowed | No | **End Date:** | 08/30/2024 |
| No. of Openings: | 1 | No New Submittals  After: | 05/03/2024 |
| Max Submittals by  Vendor per Opening | 2 | Send Resumes to | resumes@taurusbiz.com |
| **Requisition Description** | | | | |
| **Short Description:** Administrative Assistant  **Complete Description:**  **CONTRACTOR ADMINISTRATIVE ASSISTANT DUTIES:**  1. PHONES – Utilizing excellent customer service, answer agency main phone line via MSTeams in a courteous and patient manner and transfer to appropriate staff or department using agency contact listing.  2. VOICEMAILS – Check the admin. email inbox for voicemail messages and forward to the appropriate staff or department.  3. GUESTS/VISITORS/CAMERAS – Greet guests/visitors in a courteous manner, ask to help them and direct to appropriate staff or department. Watch lobby cameras for foot traffic or suspicious visitors.  4. CONTACT LISTINGS – Maintain a current contact listing for the agency and important numbers listing. This is a living document that needs updated often. A copy to be placed in IDHS Admin Asst MSTeams chat/files and distributed to all admins.  5. PACKAGE DELIVERIES – notify appropriate contacts of any FedEx or UPS boxes dropped off at the front desk.  6. COPY ROOMS – maintain each of the three copy rooms with paper and office supplies and maintaining copy machines.  7. SCANNING – scan old paper files into an online electronic software system.  8. VALIDATE PARKING – validate garage parking tickets when appropriate, via an online electronic software system.  9. MAINTENANCE REQUESTS – Submit maintenance requests via an online portal when maintenance requests to our IDHS area are submitted to the AA by staff.  10. IDHS CONFERENCE ROOMS – Maintain and update our IDHS conference room reservations via Outlook Calendar. Possible future additional duties for a qualified applicant.  • EVENTS – assist other administrative and agency staff with events as needed.  • CONFERENCE CENTER RESERVATIONS – Ability to learn the State of Indiana’s conference center room reservation form and system. Work with IDOA on special requests.  • PROCUREMENT – office supply orders from Office Depot & breakroom supplies from Fastenal via Excel spreadsheet.  **Required/Desired Skills**   |  |  |  |  | | --- | --- | --- | --- | | **Skill** | **Required /Desired** | **Amount** | **of Experience** | | Previous multi-tasking administrative assistant experience with strong written  communication skills and work as part of a team or independently. | Required | 2 | Years | | Previous customer service experience in a customer-facing role with strong verbal  communication skills. | Required | 2 | Years | | Working knowledge of all MS Suite or Office 365 - including data entry and the ability to learn additional softwareprograms as needed. | Required | 2 | Years | | High School diploma or equivalent | Required |  |  | | Previous experience working in an  administrative/clerical role (FTE or  contract) for State of Indiana. | Highly desired |  |  | | Associates degree or administrative assistant certification and/or equivalent  work experience. | Highly desired |  |  |   **Questions**   |  |  | | --- | --- | |  | **Description** | | Question 1 | Absences greater than two weeks MUST be approved by CAI management in advance, and contact  information must be provided to CAI so that the resource can be reached during his or her absence. The  Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date.  Do you accept this requirement? | | Question 2 | Please list candidate's email address. | | Question 3 | Please list the city and state where candidate currently resides. | | Question 4 | Position is on-site, Monday thru Friday, from 8am to 4:30pm with 1hour for lunch. Do you accept this  requirement? | | Question 5 | Position is expected to last for 3 months with the possibility of extension. Do you accept this  requirement? | | Question 6 | Initial interviews will be phone or teams. Follow-up interviews require in-person attendance. Do you  accept this requirement? | | | | | |
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| Reviewed By: | Swathi G | Date: | 04/29/2024 |
| Approved By: | Ram S | Date: | 04/29/2024 |
| Last Updated By: | Swathi G | Date/Time: | 04/29/2024 |