

- Organize and coordinate office operations & procedures in order to ensure organizational effectiveness
- Works with SCEIS-Citrix, SRM, MySCEmployee,
- Works with Microsoft Word, Excel, Power Point, Preparing and maintain all paperwork, logs, and records for procurement and budget matters
- Responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness.
- Assist with SCDOT's special public information programs.
- Works and Train employees with new SCEIS programs (Citrix and mySCEmployee, SRM and ECC)
- Distributes News Releases, Media Advisories, Agendas via Premier Portal Web System in a timely and professional manner.
- Run reports to ensure all employee payroll time has been entered and submitted
- Performs general and some specialized administrative tasks to assist 12 Communication staff members.
- Organize office operation and procedures.
- Control bill correspondences.
- Liaise Supply Depot
- Maintain Office Equipment and other office records
- Maintain Filing System.
- Compiles, prepares and types routine BPO, PO's and requisitions for materials, supplies and equipment using SPORTS system.
- Define procedures for record retention.
- Develops and monitors compliance with annual budget and consults with supervisor regarding the availability of funds.
- Oversee routine and emergency maintenance of office.
- Coordinate personnel activities for the department
- Serve as a resource person on personnel policies and procedures.
- Ensure protection and security of personnel files and records.
- Schedules appointments, arranges meetings, and makes travel arrangements
- Ensure personnel files are up to date.
- Performs activities related to fiscal management, personnel management, procurement and supply services.

- Order stationery, office equipment and furniture.
- Organize office maintenance and repair.
- Monitor inventory and report to Asset Management.
- Distributes Press News Releases, Media Advisories, and Agendas via Premier Portal Web System in a timely and professional manner.
- Is a member of the editorial board for the Connector

### **Crossed Trained**

- Serves as an Assistant to the Director of Communication in the absence of the Administrative Coordinator.
- Prepares the Executive News Summary, beginning with the editorial process, through production.
- Production process includes assembling hard copies of the Summary for distribution through the mail and fax.
- Responsible for scanning and positing on-line.
- Compile and produce the Summary with little supervision.
- Provided mid-day updates to Summary as needed.
- E-mail and fax Executive Summary to Commissioners, Log in
- Customer Service Database for SCDOT Web E-mail inquiries and responses.
- Monitors SCDOT Web-Cam.
- Acts as a representative for the Administrative Coordinator in her absence.
- Serves as a liaison between agency management and the media about SCDOT related matters in Administrative Coordinator absence.
- Carries out special projects and performs other assignments as directed by the supervisor.