



Job Description: Administrative Assistant

Job Duties:

1. Core Responsibilities

- a. Coordinate staff schedules and trainings
- b. Oversee Payroll and TSheets
- c. Gather and distribute mail daily
- d. Manage all incident reports for the home within 24 hours
 - i. Upload to FIN
- e. Communicate regularly with the operations team
- f. Complete admin move in process
- g. Upload monthly floor documentation
- h. Complete Terminated/Transfer form and send to appropriate team
- i. Organize bills and receipts
- j. Manage token funds, petty cash and resident funds
- k. Emergency Procedure Binder
- l. Log all emergency drills
- m. E-scores updated annually and whenever there is a change in the resident roster
- n. Update On-Site file on SharePoint
- o. Attend companywide trainings
 - i. Daily Support Trainings
 - ii. Lead weekly Trainings
 - iii. Monthly all staff Trainings
- p. Organize filing cabinets, office workspace, etc.
- q. Work closely with Support Team to hold staff accountable for job responsibilities and duties and ensure they are following Flatrock 's policies
- r. Ensure all staff documents are sent to the operations team.
- s. Trackers
- t. Upload documents to SharePoint

2. Effective Teamwork & Communication

- a. Maintain a positive, open relationship with all management
- b. Utilize all communication tools including FIN
- c. Maintain and advocate for all Flatrock residents' rights
- d. Complete any additional task as assigned by the Administrative Manager



Job Description: Administrative Assistant

Starting Wage for Support Role: \$_____

By signing below, you agree to and understand all of your job responsibilities.

Printed Name

Signature

Date