Office Administrator – Job Order 1352936 for a short-term assignment in Towson, MD. Will assist with monitoring, scheduling, and tracking overtime for approximately 250 staff members. Intermediate MS Excel skills is a must.

- Monitors, schedules and tracks overtime
- Prepares and processes personnel related documents and forms.
- Receives, investigates, and resolves inquiries, requests, and complaints.
- Researches and secures information, both internal and external of the department, to respond to requests and to prepare various reports and correspondence that may be confidential in nature, involve technical subject matter, or require management signature.
- Analyzes records requiring interpretation & application of guidelines and procedures.
- Maintains calendar for management. Receives, screens, and prioritizes the handling of telephone calls and correspondence.
- Generate a variety of documents, including memos, letters, reports, lists, tables, and graphs. Operates office machinery such as, microcomputers, photocopiers, fax machines, calculators, telephones, scanners, and printers.
- May take verbatim notes. Performs other related duties as required.

- Must have Intermediate MS Excel Skills
- Must be proficient in MS Word and Outlook
- High school diploma or an appropriate equivalent, plus three years' typing, word processing, or secretarial experience. (Additional education may be substituted on a year-for-year basis for the required experience.
- Knowledge of modern office practices & procedures, including filing systems.
- Skill in performance of mathematical computations.
- Ability to extract, summarize information to prepare correspondence and reports.
- Ability to interpret, explain, follow County/departmental rules & regulations.
- Ability to take verbatim notes. Ability to communicate effectively.
- Ability to establish deadlines, schedules, and guidelines for completion of projects.

To apply: E-mail: rworen@oedworks.com

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