Standard Work - OCWI Executive Assistant

Month:		

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Daily Activities	М	Т	w	T F	М	Т	w	T F	м	Т	w	Т	F M	Т	w	F	M ·	r w	T F
Respond to emails																	П		
Check and return all phone calls/voice messages several times a day. Take any necessary actions																	Ш		
Check OCWI Recruitment Inbox periodically throughout the day to ensure all actions are being reviewed and resolved																	Ш		
Assist Admins in other locations with any items that arise																	Ш		
Fulfilling Requests for the Chief																	Ш		
Confirm meetings for Chief																	Ш		டட
Forward Mail to appropriate parties																			ш
Transfer On-Call Phone																	Ш		
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Day of week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
Monday/Tuesday	Update and send Supervision Report to the Chief & RAL					
Monday/Tuesday	Update and send Recruitment Report to Managers					
Wednesday	Approve and review Purchasing Requests					
Every Other Thursday	Approve Timecards					
Friday	Checking in with Admins in other locations					
Friday	Attend OCWI Huddle Board Meeting					
Friday	Send OCWI Vacancy List to Martha and Marisella					
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Wk. of month	Monthly Activities	Status
1st Week	Update and send Org Charts	
1st Week	Update and send Attrition Report	
1st Week	Update Employee Information log	
1st Week	Manager Meeting Prep	
1st Thursday	Manager Meeting	
2nd Week	1:1 with Supervisor (Chief)	
2nd Week	Review Vehicle Logs	
2nd Week	Submitting Vehicle Log information to Fleet	
3rd Week	1:1 with Administrative Assistant	
3rd Week (or when scheduled)	Attend Spirit Committee Meeting	
4th Week	Purge old interview packets	
4th week	Purge Vehicle logs	
4th Week	Meet with HR Liaison Regarding any issues	
Quarterly	Attend HR Meetings	
Annually	Complete MAP evaluations	

As Needed Activities	Date
Signature Requests	
Order Business Cards	
Submit and Follow up on UIR	
Submit Service Tickets	
Update MAP Notes	
Follow Up with Map Reports	
Send Vehicle Maintenance Information to Employees	
PM Service/vehicle maintenance for Chief vehicle and Red Pool Car	
Stamping/Sending Travel Logs	
Holiday on-call time tracking	
Send New Hires/Resignations	
Complete Departure Checklists	
Distribute Bus Passes	
Update Interview Guides	

Coi	mments/Follow-up Actions