

A helping hand is key to a successful company, and a well-trained administrative assistant is the helping hand we need. Our company represents many individuals, which comes with a load of clerical needs, and we need administrative assistants to help keep organized and provide support to staff and executives.

If you're looking to become an assistant, you must have a desire to explain and break down information gathered and turn it into an accessible and understandable version. An administrative assistant with a charming and pleasing personality, with strong communication skills, is precisely who we need.

Your duties will be to handle all incoming phone calls, direct visitors to the right offices, greet clients, manage files, and update paperwork and documents. Your ability to write legibly and work proficiently with Microsoft Office is essential.

Typical duties and responsibilities

- Update paperwork, maintain documents, and word processing
- Manage the organization's filing system
- Help organize and maintain all offices' common areas
- Perform the necessary general office clerk duties and see to all errands
- Handle incoming and outgoing documents, maintaining proper storage, retrieval, and distribution.
- Assist other office staff by performing general clerical tasks such as filing, photocopying, and sending emails.
- Act as a first point of contact for external queries, routing calls to the appropriate departments.
- Monitor inventory levels of office supplies and place orders when necessary.
- Accurately input data into company systems, including customer details, sales figures, or other key metrics.
- Assist with invoicing, processing expenses, and bookkeeping.
- Serve as a central point for internal communications, distributing memos, updating bulletin boards, and relaying messages.
- Interact with clients or customers through phone, email, or face-to-face to provide information and support.
- Assist in creating reports by gathering data and preparing basic presentations.
- Receive, sort, and distribute incoming mail and manage outgoing mail, including packages.
- Plan and organize company events or meetings, from logistics to catering.

Required skills and qualifications

- High school diploma or equivalent
- Great computer skills
- Knowledgeable Excel basics (formatting, copy, paste, sort, etc.)
- Exceptional phone skills
- Outstanding customer service
- Quick learner and ability to multitask

Preferred qualifications

- Certified Microsoft Office Specialist
- Top-notch experience in computer skills and ability to operate general office equipment
- Excellent skills to prioritize and organize
- Comfortable working independently
- Excellent oral and written communication skills
- Excellent interpersonal skills and outstanding customer service
- Must be committed to details