

Administrative Assistant Job Description

Our growing company is looking for an Administrative Assistant to join our team. We're looking for someone with excellent communication skills and an upbeat attitude. The ideal candidate will be able to assist with all administrative duties while having a polite, professional demeanor. The person filling this role must be able to keep company information confidential and always be prepared to take quick action at the direction of their supervisor. To be successful in this position, you must be comfortable working with computers and specific software programs.

Responsibilities:

- Preparing reports and presentations
- Scheduling meetings and travel arrangements
- Setting up meetings
- Maintaining and reordering office supplies
- Screening phone calls
- Transcribe meeting minutes
- Maintain professionalism at all times
- Anticipate needs

Requirements:

- Three years of related experience
- Excellent communication skills
- Excellent computer skills
- Attention to detail

Benefits:

- Health insurance
- Paid time off
- Paid holidays
- Flexible schedule
- Annual company retreat

Do not miss out on your opportunity to join an exciting organization! Apply today!