ADMINISTRATIVE ASSISTANT

Job Description:

An **Administrative Assistant** is responsible for assisting senior managers and executives with their daily organizational tasks. Administrative Assistants help senior managers and high-level executives maximize their efficiency by providing them with clerical and secretarial support. They keep these managers and executives organized by taking care of their travel arrangements, scheduling their meetings and other tasks. They can have a very wide array of clerical duties, depending on the type of administrative support needed by the company where they work. Administrative Assistants need strong interpersonal skills, accuracy, attention to details, proactivity and computer literacy.

Job Responsibilities:

* Answer and direct phone calls
* Organize and schedule meetings and appointments
* Maintain contact lists
* Produce and distribute correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies
* Book travel arrangements
* Submit and reconcile expense reports
* Provide general support to visitors
* Liaise and coordinate with other administrative assistants
* Support senior managers and executives with daily clerical tasks
* Plan meetings and take detailed minutes
* Answer phone calls, provide information to callers or connect callers to appropriate people
* Schedule appointments and update calendar
* Make travel arrangements and reservations for senior managers
* Compose and type regular correspondence, like invitations and informative material
* Develop and maintain a filing system
* Create spreadsheets and presentations
* Provide statistical and budget reports
* Greet and provide general support to visitors
* Develop, implement and improve office policies and procedures

Job Qualifications:

* Associates in administration or related field
* Bachelors in administration or related field preferred
* Experience as a senior administrative assistant

Opportunities as an Administrative Assistant or are available for applicants without experience in which more than one an Administrative Assistant is needed in an area such that an experienced an Administrative Assistant will be present to mentor.

Job Skills Required:

* Knowledge of office management systems and procedures
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Proficiency with computers and Microsoft Office
* Strong typing skills.