

ADMINISTRATIVE JOB DESCRIPTION

Administrative Assistant

Responsible for providing a full range of administrative expertise to support the company's goals and strategy to include, but not limited to the following:

- Answers the switchboard
- Greets and assist all clients and visitors
- Monitors that all locations are properly staffed daily by monitoring the clock system
- Provide a wide range of administrative support to human resources and vending office staff
- Keys in data using various systems
- Assist in vending inventory and ordering vending supplies
- Assist in conducting new hire orientations
- Performs general duties like photocopying, faxing, mailing, and filing
- Assist in janitorial porter duties as needed in office and/or field
- Completes special projects or additional duties as required

Qualifications:

- Minimum of 3 years experience in office administration OR
- Minimum of 2 years from an accredited college or university
- Excellent written and verbal communication skills
- Must have the ability to clearly communicate effectively and tactfully with customers, subordinates, and management of all levels within the organization
- Strong proficiency in Microsoft Office required
- Strong time management, project management, and critical thinking skills
- Strong leadership and interpersonal skills
- Ability to adapt to a fast-paced and changing work environment
- Ability to prioritize and organize work related tasks and special projects
- Strong attention to detail and ability to meet deadlines
- Strong organizational skills and multi-tasking abilities

Physical Demands:

Constant (up to 100%) standing, walking, pushing, balancing, stooping, kneeling, crouching, twisting, reaching over head, handling/fingering, reaching forward, and concentrating. Must be able to lift and and/or carry 50lbs.