Reception/Admin

Position: The front desk/administrative assistant for our company will be the first point of contact for our guests. Additionally, this position provides a broad range of administrative duties as assigned.

Essential Duties

1. Greet visitors and guests – direct them to the appropriate staff member.

2. Prepares correspondence, presentations, email communications, and excel spreadsheets.

3. Responds to telephone and electronic communications.

4. Attends staff meetings as required. May take notes as necessary.

5. Performs word processing, photocopying, faxing, data entry, and other administrative duties as assigned.

Required Skills and Qualifications

 • Minimum of two years’ experience working as an administrative assistant.

• Proficient utilizing Microsoft Office programs (Excel, and Word)

• Excellent organizational skills including ability to prioritize and coordinate multiple tasks.

 • Excellent written and verbal communication skills including professional phone etiquette.

• Excellent interpersonal skills with the ability to effectively interact with internal and external business partners and staff at all levels.

• Able to coordinate several projects to a successful completion with little or no supervision.

• Responds promptly to shifts in direction, priorities and schedules.

• Uses sound judgment and problem resolution skills, often makes decisions in supervisor’s absence.

• Thinks strategically and is proactive.