



Administrative Assistant

Responsibilities:

- Answer and direct phone calls
- provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- maintain electronic and hard copy filing system
- perform data entry and scan documents
- assist in resolving any administrative problems

Requirements:

- Proven admin or assistant experience
- 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
- Proficient in MS Office
- At least 1- 2 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred

