

Administrative Assistant

The ideal candidate will exhibit high standards, excellent organizational and communication skills, and have an ability to take initiative, and prioritize daily tasks. A strong ability to take charge and meet tight deadlines will ensure your success in this multi-faceted role.

Responsibilities

- Front Desk Reception
- Handle and coordinate active calendars
- Book travel for President & CEO
- Schedule and confirm meetings
- Generate monthly expense reports for CEO
- Office supply & grocery orders
- Ensure file organization based on office protocol
- Provide ad hoc support around office as needed

Qualifications

- Bachelor's degree or equivalent experience
- Strong interpersonal, customer service and communication skills
- Ability to multitask
- Proficient in Microsoft Office suite