

## **Administrative Assistant**

Bring your passion for providing exceptional customer service skills and join a dynamic organization that values commitment to quality, initiative and the delivery of value and services to our members.

### **Overview:**

The Administrative Assistant is responsible for the following:

- Professionally and courteously answering multi line telephone, screening and directing calls; taking and relaying messages and providing information to callers.
- Greeting guests and other visitors entering the building.
- Providing general administrative and clerical support to staff.
- Sending mail and preparing outbound deliveries for pickup; receiving and sorting mail and deliveries.
- Maintaining master calendar items.
- Typing short correspondence.
- Maintaining reception, lounge areas and conference rooms.
- Maintaining supply inventory and ordering supplies as necessary.
- All other duties as may be assigned.

### **Job Requirements:**

The ideal candidate will possess a unique combination of strong customer service skills, reliability, professional demeanor, attention to detail, advanced verbal and written communications skills, and ability to use Microsoft Office Suite (Word, Outlook, Excel and PowerPoint).