



## Job Description

**Title:** Administrative Assistant

**Description:**

This position requires a detail-oriented individual who will manage sensitive and confidential company information, can multi-task and is able to communicate effectively with staff, clients and the public.

**Responsibilities:**

- Be the first point of entry for phone calls and visitors
- Manage faxes and phone messages and organize mail
- Administer new employee documents
- Data entry
- Assist President, Sales and HR functions with administrative tasks
- Filing of employee and client documents
- Maintain client and employee files
- Management of multi-line phone system and internet connectivity
- Manage custodial tasks such as running/emptying dishwasher, watering plants, etc.
- Complete special projects and other various items as they arise
- Provide overall assistance to other staff members to facilitate completion of their workloads

Skills required for this position include:

- Multi-tasking
- Ability to thrive in a fast paced and constantly changing environment
- Strong attention to detail
- Effective communication skills
- Strong customer focus
- Proficient in Word & Excel
- Proactive
- IT skills a plus
- Bachelor's Degree or equivalent work experience