



Administrative Assistant

We are looking to hire a hard-working, proactive, efficient Administrative Assistant. The individual will organize files, create correspondence, prepare reports and documents, manage calendars to schedule appointments, sort mail, prepare invoices and offer general staff support. They may serve as an initial point of contact, answering phones and greeting visitors. They might engage in event planning and meeting setup and implementation and make travel arrangements and generate itineraries when necessary.

Administrative Assistant Responsibilities:

- Answer phones and greet visitors.
- Schedule appointments and maintain calendars.
- Schedule and coordinate staff and other meetings.
- Collate and distribute mail.
- Prepare communications, such as memos, emails, invoices, reports and other correspondence.
- Write and edit documents from letters to reports and instructional documents.
- Create and maintain filing systems, both electronic and physical.
- Manage accounts and perform bookkeeping.

Administrative Assistant Requirements:

- High School Diploma, GED, or suitable equivalent.
- Minimum of 1 year of experience in related field.
- Ability to work with minimal supervision.
- Demonstrated interpersonal, organizational and time management skills.
- Detail-oriented, excellent communication, comprehension, and interpersonal skills.
- Team player and quick learner who focuses on high productivity and results.
- Professional, friendly, and enthusiastic. Ability to interact with people from a wide variety of levels, from clients to management and even corporate and non-profit CEOs and Pastors.
- Self-starter with a proactive attitude who can anticipate needs.
- Excellent computer skills and moderate level of computer literacy.
- Proficient in PC or Apple/Mac operating systems, Microsoft Office, Google Workspace and cloud computing.