


Job Description		
Position Title	Administrative Assistant	
Reports To	President	

Position Purpose

We are seeking a highly organized and detail-oriented Administrative Assistant to join our team. The successful candidate will be responsible for providing administrative support to ensure efficient operation of the office. The Administrative Assistant will be the first point of contact for the office and must be able to handle a wide range of administrative tasks.

Essential Duties and Responsibilities

- Answer and direct phone calls and emails, responding to general inquiries and routing messages as needed
- Maintain the company's filing system and ensure all documents are properly organized and stored
- Schedule appointments, meetings, and travel arrangements as needed
- Providing administrative support to ensure efficient operation of the office
- Prepare and edit correspondence, reports, and other documents as needed
- Provide general support to visitors
- Manage office supplies and equipment, ensuring that everything is stocked and in good condition
- Process and distribute incoming and outgoing mail, including packages and other deliveries
- Assist with the preparation and coordination of company events, including meetings, conferences, and training sessions
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Required Skills and Responsibilities

Education

- Associate's degree preferred

Experience/Knowledge/Skills/Abilities

- Proven experience as an administrative assistant or similar role
- Excellent communication skills, both written and verbal
- Strong organizational skills and attention to detail
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Ability to multitask and prioritize tasks effectively
- Strong interpersonal skills and the ability to work effectively with a wide range of people