

Job Title

Location

Administrative Assistant - Naperville

Administrative

Job Function/Category



Job Description

QR Code

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks.

Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities.

Administrative Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems.

The ideal candidate should have excellent oral and written communication skills and be able to organize their work.

If you also have previous experience as a Secretary or Executive administrative assistant and familiarity within our industry, we'd like to meet you.

Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

Responsibilities

Answer and direct phone calls

Organize and schedule appointments

Plan meetings and take detailed minutes

Write and distribute email, correspondence memos, letters, faxes and forms

Assist in the preparation of regularly scheduled reports

<https://tinyurl.com/y6q3qljw>

Administrative Assistant - Naperville

Administrative

Develop and maintain a filing system

Update and maintain office policies and procedures

Order office supplies and research new deals and suppliers

Maintain contact lists

Book travel arrangements

Submit and reconcile expense reports

Provide general support to visitors

Act as the point of contact for internal and external clients

Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Requirements

Proven experience as an administrative assistant, virtual assistant or office admin assistant

Knowledge of office management systems and procedures

Working knowledge of office equipment, like printers and fax machines

Excellent time management skills and the ability to prioritize work

Attention to detail and problem solving skills

Excellent written and verbal communication skills

Strong organizational skills with the ability to multi-task

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