



Job description

Administrative Assistant

Duties and Responsibilities

- Administrative support of CEO and other employees
- Draft correspondence
- Make calls on behalf of CEO
- Filing
- Create and maintain Excel spreadsheets

Knowledge, Skills and Abilities Required

- Previous administrative experience
- Proficiency in Microsoft Office suite (Word, Excel, Outlook)
- Detail-oriented
- Ability to prioritize tasks and process multiple tasks simultaneously
- Good written communication skills

Education/Training

High school or GED, strong preference for candidates with a college degree

Job Type: Part-time