



Position Title - Administrative Assistant

Respond By	N/A
Job Description	<p>Job Profile Summary: We are seeking a sharp and savvy Administrative Assistant to assist with daily and ongoing administrative duties within in the office. The ideal candidate will have admin /reception experience (staffing/recruiting background - preferred but not necessary) with the ability to multi task including but not limited to supporting management tasks, responsible handling of confidential and time sensitive materials, client and sales follow-ups, successful execution of project tasks, recordkeeping and filing documents (Google drive), communicate effectively via phone and email.</p> <p>Our new team member will successfully demonstrate similar work expereince and have the ability to demonstrate organizational skills, office skills, computer skills and writing accuracy. A wide degree of creativity and latitude is expected to excel at this position.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Reception / Answer and direct phone calls • Organize and schedule meetings and appointments • Assist in the preparation of regularly scheduled reports • Develop and maintain a filing system • Office Inventory /Maintain supplies • Generate reports, forms, lists, records, etc... • Execute project tasks efficiently • Handle multiple projects, anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies • Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories • Contribute to team effort by accomplishing related results as needed • Carry out administrative duties such as filing, typing, copying, binding, scanning etc. • Regular client & sales follow-ups • Develop and update administrative systems to make them more efficient • Resolve administrative problems • Receive, sort and distribute the mail • Oversee and supervise the work of junior staff • Maintain up-to-date employee holiday records • Greet and assist visitors to the office • Photocopy and print out documents • Generate, update, format materials • If Bilingual (spanish) translations of memos, as applicable <p>Skills & Proficiencies:</p>

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- High school diploma or equivalent; college degree preferred
- Administrative Writing Skills\
- Microsoft Office (excel, word, publisher)
- GSuite (Drive, Sheets, Gsheets, Gsuite, etc.)
- Professionalism
- Problem Solving
- Typing Skills
- Accuracy
- Multi-task
- Discretion and Judgment

To Apply: <https://pcs-consultants.com/career/>