

JOB POSTING: ADMINISTRATIVE ASSISTANT (PT)

SUMMARY

We are a growing small business looking for our newest team member! Finding the right people with great character traits and the skills to get the job done is important to us. If you feel that you would be a good fit for our CLRG Training Team, we invite you to apply today!

Job Description:

The Administrative Assistant is responsible for providing comprehensive support to the CEO, Executive Team and managing the organization's office operations, including working remotely and/or the office headquarters office. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. Familiarity of the training industry is a plus.

JOB DUTIES & RESPONSIBILITIES:

- Prepare reports, memos, invoices letters, and other documents or communications
- Answer incoming phone calls in a polite and professional manner, routing calls to the correct person or taking messages
- Handling basic bookkeeping tasks
- Filing , retrieving, and managing corporate records, documents, and reports
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives
- Prepare meetings, accurately record minutes from meetings
- Greet and assist visitors
- Using various software, including word processing, spreadsheets, databases, and presentation software
- Analyze incoming memos, submissions, and distribute as needed
- Make travel arrangements for executives
- Perform office duties to include ordering supplies , review mail, maintain orderly office space
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.
- Contact vendors, clients, and associates on behalf of the leadership team
- Managing the executive's day-to-day calendar, including making appointments and prioritizing the most sensitive matters
- Serve as the office liaison

REQUIREMENTS

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING QUALIFICATIONS:

- Proven experience as an administrative assistant or other relevant administrative support experience
- Virtual assistant experience
- In-depth understanding of entire MS Office suite
- Government contracting experience a plus
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment
- A proactive approach to problem-solving with strong decision-making skills
- Professional level verbal and written communications skills

EDUCATION:

- High School Diploma/Associate degree preferred

WORK ENVIRONMENT

- Thrive in a motivated, fast-pace, team-oriented environment.
- Ability to work well within a cross-functional team environment and diverse communities

Interested in joining our team? Forward your resume and (3) professional and/or personal references to:

Email: info@clrussellgroup.com Subject: Administrative Assistant Position