



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 customer service, and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be maintain organization. Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

#### Responsibilities

Manage large amounts of incoming calls

Strong phone contact handling skills and active listening

Organize and schedule appointments

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

Assist in the preparation of regularly scheduled reports

Maintain filing systems

Update and maintain office policies and procedures

Provide support to customers in office and by phone

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

#### Requirements

Experience as an administrative assistant preferred but not required

Knowledge of office management systems and procedures

Working knowledge of office equipment, like printers and scanners

Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

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

High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Apply in Person at 667 N Washington St Rutherfordton NC-No Phone Calls Please