

Job Title: Administrative Assistant

Job Department: Human Resources

Classification: Non-Exempt

Compensation: \$25/hour

Reports To: Office Manager

Direct Reports: None

Position Overview:

ABC Company provides/makes (brief summary of your business that incorporates your mission, vision and core values). We were a (number of employees) company founded in (year) and are located in (city, state).

We are looking for an Administrative Assistant to join our team. This position requires an organized and meticulous individual who has experience in (list your top 3 needs, i.e., calendaring, email answering, answering telephones, preparing materials, etc....). We are looking for someone who works well in a group while also being able to work on and complete tasks independently. This wide-ranging role can impact many individuals including management, team members, and clients.

Duties & Responsibilities:

- Answering phone calls for the office and management team
- Managing emails, calendar, and scheduling tasks for Leadership
- Creating presentation materials that are client ready.
- Willing to run company errands as needed
- Ordering office supplies and keeping inventory of office supplies
- Other ad hoc tasks as needed

Required Skills:

- xx years administrative assistant experience.
- High school diploma required. Associate degree or Bachelor's degree preferred.
- Microsoft Office skills including intermediate/advanced MS Word, Excel, and PowerPoint.
- Strong proofreading and editing skills.
- Excellent verbal and written communication skills

- The ability to multi-tasking ability and the ability to adhere to tight and changing deadlines
- Able to lift and carry materials for the office (up to 20 lbs.).

Office Environment Details:

This role will be (in an office/sitting in a cubicle/at a reception desk/remote).

Our office tends to be (describe the noise level/ environment is it noisy, quiet, full of clients with phones ringing?).

The ideal candidate will thrive under a manager who is (insert two or three adjectives to describe what the manager is like for this role).

Compensation Details:

Salary range is (\$XX per hour or \$XX annual).

Benefits such as health insurance, dental, and vision are available after XX days.

Performance bonuses are available on an annual basis.

2 weeks (10 days) PTO and 1 week (5 days) of sick leave are provided to you after XX days

This role is/is not eligible for Overtime

How to Apply:

You can choose to direct your applicants to your company website, a specific email account (jobs@yourcompany.com) or a third-party job board.