

Administrative Assistant

You must have your own computer/laptop running windows operating systems with the ability to use a USB/Flash-drive device, high-speed internet, a high-quality headset with a microphone, and a quiet workspace.

Tablets will not work for this position.

The job requires daily:

Qualifications:

- Associates Degree required
- 2 + years of traditional administrative experience
- Ability to handle multiple projects at one time
- Strong writing skills and organizational skills
- Reliable work from home set up

Day to Day:

- Organized and project driven professional
- Handle day to day administrative tasks for the department
- Review all incoming emails
- Delete or save emails to the correct files
- Assist with calendars and schedules
- Support special projects as needed