

Administrative Assistant

Job description

Job Summary:

We are seeking a highly organized and detail-oriented Administrative Assistant to join our team on-site. The ideal candidate will have excellent communication skills, be proficient in computer literacy, and have experience providing administrative support in a professional setting. As an Administrative Assistant, you will play a crucial role in ensuring the smooth operation of our office.

Responsibilities:

- Manage Reception Area
- Perform data entry tasks with accuracy and efficiency
- Provide personal assistant support to executives and managers
- Answer phone calls and direct them to the appropriate individuals
- Coordinate projects and assist with project management tasks
- Manage calendars and schedule appointments
- Transcribe meeting minutes and other documents as needed
- File and maintain documents in an organized manner
- Assist with general office tasks as required
- Daily Project Documentation
- Closeout Project Documentation
- Schedule Conference Rooms

Requirements:

- Proven experience as an Administrative Assistant or similar role a plus.
- Strong computer literacy, including proficiency in Microsoft Office Suite
- Excellent organizational and time management skills
- Exceptional attention to detail and accuracy
- Ability to handle multiple tasks simultaneously and prioritize effectively
- Professional phone etiquette and strong verbal and written communication skills
- Experience with calendar management and scheduling appointments

Benefits:

- Company-paid medical, life, vision for employee
- Optional employee-paid dental
- Eligible for annual Company Bonus Program

Join our team as an Office Assistant/Administrative Assistant and contribute to the success of our organization. We offer competitive compensation, opportunities for professional growth, and a supportive work environment. Apply today to become part of our team!

Job Type: Full-time

Expected hours: 40 per week

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift

Ability to Relocate:

- Terre Haute, IN 47807: Relocate before starting work (Required)

Work Location: In person