



ADMINISTRATIVE ASSISTANT

JOB SUMMARY

Serve as initial point of contact, answering phones and greeting visitors/clients. Organize files, create correspondence, prepare reports and documents, manage calendars, make reservations or travel arrangements, sort mail, and provide administrative support for all office staff.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES

- Be the initial point of contact for clients/vendors by answering phones and front desk presence
- Coordinate purchasing efforts; manage office supplies and gear purchases
- Assist with data entry and reporting
- Perform filing and other administrative needs
- Manage vehicle maintenance and service
- Assist with technical issues such as warranties and printer/copier maintenance
- Maintain software list with expiration dates, in coordination with Department Managers
- Open and distribute mail
- Assist Project Managers as needed with administrative tasks
- Assist with marketing efforts, including resumes
- Maintain common areas
- Run errands, as necessary
- Other duties as assigned

QUALIFICATIONS

- Prior administrative experience
- Superior customer service
- Excellent computer skills
- Attention to detail
- Ability to multi-task
- Strong communication skills
- Highly-organized

BENEFITS

This is a full-time, benefited position. Benefits include vision, dental, and medical insurance; a 401(k) plan; paid time off; life, short- and long-term disability insurance.

TO APPLY: Email a cover letter and resume, and three or more references to jobs@y2consultants.com with "Administrative Assistant" as the subject line.