

Administrative Assistants wanted:

Administrative Assistant

Location: Westbrook, CT

We are seeking an experienced assistant who is friendly, reliable and highly organized with strong communication skills to work in our rapidly expanding Fort Lauderdale office. Teamwork, task prioritization, problem solving, strong customer service skills and attention to detail are key to assisting this busy group. We offer a competitive salary and an excellent benefit plan.

Job Duties

Perform office support tasks within the organization including but not limited to the following:

- Answer, screen and direct phone calls (first to answer all incoming calls)
- Assist with preparation for seminars and workshops
- Assist with off-site events as needed
- Assist all departments with projects and daily tasks
- Responsible for mailings including overnight such as UPS
- Oversee all administrative aspects of seminar prep including registrations, confirmations, certificates, badges & evaluations, & mailing of materials to seminar site when needed
- Prepare documents as needed
- Open, sort and send mail/Maintain filing systems
- Order office and kitchen supplies and equipment as needed
- Keep supplies organized in an orderly manner
- Maintain reception area for clients and other visitors
- Scan and copy
- Work with vendors to ensure that the office and equipment are in good order
- Schedule travel, appointments and meetings
- Greet visitors and provide beverages and food for visitors as required

Qualifications and Skills

Minimum high school diploma/college degree or additional technical training a plus

Comfortable communicating with a wide range of individuals on the phone and in person

At least three years of office experience

Intermediate computer, Microsoft Office suite and Internet application skills

Sage ACT! experience a plus

Experience in the use of standard office equipment
