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Administrative Assistant – Charlotte NC

Description

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The Administrative Assistant position requires a Bachelor's degree or 2-5 years experience of clerical or secretarial experience. The ideal candidate will have strong experience with Microsoft Office and be able to type at least 50wpm. Preference will be given to those with any background in the IT industry.

Responsibilities
This position will be mainly to provide administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, filing, and faxing. The applicant may also be required to arrange guest and travel accommodations. Additional job responsibilities also include:

- A variety of internet research functions including: word processing, spreadsheets and presentations
- Answer telephones and transfer to appropriate staff member
- Meet and greet clients and visitors
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing
- Support staff in assigned project based work
- Plan and schedule meetings or appointments
- Verify and submit expense reports

Qualifications
All staff members should have a proficient understanding of the Microsoft Office Suite, including and not limited to Excel, Word, Access, Outlook, and PowerPoint. They should also have a basic, working knowledge of the IT industry and commonly used products. The Administrative Assistant candidate should also have a working knowledge of:

- Advanced level of data entry
- Cisco IP Phone Systems
- Internet Search Engines
- The ability to be flexible and adapt to situations as needed

Any candidate being considered for a position will need to demonstrate effective verbal, written, and listening communications skills. All candidates should have a high level of organization and be well versed in information management and problem-solving skills. The Administrative Assistant position requires the additional attributes:

- Extensive software skills, as well as internet research abilities and strong communication skills
- Ability to process computer data and to format and generate reports

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Employment Type
Full-time

Beginning of employment
Immediately

Duration of employment
Permanent

Industry
Technology

Job Location
3401 St. Vardell Lane, 28217, Charlotte, North Carolina, USA

Working Hours
8am – 5pm

Base Salary
$ 55,000 - $ 70,000

Date posted
December 27, 2021

Valid through
30.04.2022

- Aptitude to verify data input and correct errors
- Attention to detail and high level of accuracy
- Project a professional company image through in-person and phone interaction

The incumbent must maintain strict confidentiality in performing the duties of the Administrative Assistant. The incumbent must also demonstrate the following personal attributes:

- Be honest, flexible, respectful, and trustworthy
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics

The position will be primarily in an office environment. You will be expected to travel as needed to company subsidiaries. Periodic weekend or evening work may also be expected. All employees will be required to attend meetings as needed and report back to those as necessary.

Job Benefits

- Medical
- Teladoc
- Dental
- Vision
- Life and AD&D
- Voluntary Life
- Short-Term Disability
- Long-Term Disability
- Accident Insurance
- Employee Assist (EAP)
- Employer 401(k) Match 4%
- Vacation/Paid Time Off
- Paid Holidays
- Employee and Family events
- Career Advancement
- Great Place to Work

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Contacts

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