



Part-Time Administrative Assistant

Position Description

No Internal Applicants

Overall Expectations:

- Ability to grasp new concepts easily
- Excellent organization skills
- Good verbal and written communication skills
- Exhibits polite and professional behavior
- Creative problem-solving capabilities
- Provides administrative support to ensure efficient operation of office.

Duties:

- Clerical
- Making copies
- Scanning documents
- Filing documents
- Binding documents
- Answering and directing phone calls
- Scheduling meetings as needed
- Welcoming guests
- Accepting deliveries
- Maintain office
- Restock bathroom supplies
- Restock kitchen supplies
- Make sure supply closet is stocked
- Make coffee throughout the day
- Wipe down windowsills once a week
- Maintain exterior of building by picking up trash
- Assist CEO, Execs and staff members as requested
- Office Errands
- Take packages to USPS, FedEx or UPS
- Gathering supplies for office from stores

Compensation:

- Hourly (Part-time)
- Job Type: Part-time
- Pay: \$10.00 - \$12.00 per hour