



Administrative Assistant

Role and Purpose:

The Administrative Assistant, reporting to the President and Chief Financial Officer, assists the President and CFO and other members of staff with clerical and administrative duties. This assistant is eager and willing to take on any project and to help keep the office running smoothly.

Duties and Responsibilities:

- Answers and transfers phone calls, screening when necessary. Replies to routine emails and manages email inbox.
- Welcomes and directs VIP visitors and clients. May assist with VIP travel arrangements.
- Maintains filing systems as assigned.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Manages calendar, coordinates and schedules travel, meetings, and appointments for managers or supervisors.
- Records and distributes minutes or other records for meetings.
- Maintains office supplies and coordinates maintenance of office equipment.
- Reviews, assesses, routes, answers and monitors follow up action steps on correspondence. Gathers and analyzes information required for executive follow up.
- Provides a wide range of support including: data entry, composing and editing letters, reports, preparation of slides, reports, copies, etc..
- Uses multiple technology applications including work processing, CRM, database management, spreadsheets, graphics and presentation software, and more.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite, Google Suite, or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to assist multiple managers concurrently
- Ability to work efficiently and independently, and to gain the cooperation of others with interpersonal skills.

Education and Experience

- Associate's degree required; Bachelor's degree in business or related field preferred.
- 2 to 5 years of experience in business roles, preferably administrative

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. As a policy, the Ben Kinney Companies company does not sponsor employment visas.

Ben Kinney Companies Tech Division is an Equal Employment Opportunity employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, or national origin.