



Bureau Builders

Accredited Master Builder

Great Job opportunity!

Administrative Assistant job summary, provides general office support for a variety of clerical activities and tasks including answering incoming calls, managing the reception area, mail, requisitioning supplies, organizing office communication and activities on a day-to-day basis Essential duties and responsibilities

- Answer telephones and direct the caller to appropriate associate; transfer caller to voice mailbox when associate is unavailable; takes and retrieves messages
- Provide callers with information such as company address, directions to company, company website and other related information
- Greets and directs visitors to the company; manages reception area to maintain a professional image
- Receive, sort and forward incoming mail
- Coordinates the pick-up and delivery of all mail services (FedEx, UPS, etc.)
- Serve as point person for organizing all large mailings • Assist in the ordering, receiving, stocking and distribution of office supplies
- Coordinate the repairs and maintenance of office equipment, including copier, computers, printers, etc.
- Manage conference room reservations and organize all aspects for meetings
- Type correspondence and reports; edit and update various spreadsheets, specifications, schedules, and templates.
- Maintain confidential records and files
- Perform other related duties as required Qualifications and requirements
- Filing and organizing office paper and displays

Qualifications and requirements

- High School diploma or GED
- Excellent time management and multitasking skills
- Working knowledge of mail processes such as postage machine, FedEx, UPS
- Computer literacy; Proficiency in Microsoft Word, Excel, Outlook, data entry

- Ability to enter data efficiently, timely and correctly in order to meet deadlines
- Good planning and organizational skills
- Well-developed verbal, listening, and written communications skills
- Ability to work independently or as a team player
- Attention to detail and a high level of accuracy and confidentiality
- Ability to maintain a professional appearance and manner
- Ability to contend with a wide variety of people on various issues
- Ability to work in a busy office with constant interruptions
- 1-3 years previous experience in an office environment
- Knowledge of general bookkeeping, accounting and/or Human Resources skills may be required
- Knowledge of Quick books preferred.

Physical demands and abilities

- Regularly spend long hours sitting and using office equipment and computers
- Regularly move from sitting to standing positions effortlessly
- Regularly work on repetitive tasks
- Regularly use hands and fingers to handle, control or feel objects
- Regularly hold the arm and hand in one position or hold the hand steady while moving the arm
- Regularly use headphones and earpiece
- Regularly see details of objects that are less than a few feet away
- Regularly speak clearly so listeners can understand
- Regularly understand the speech of another person
- Frequently bend to file and maintain files
- Occasionally lift 5-15 pounds

Email resume` to Bureaubldg@gmail.com

Office Number: 910-673-0047