

## **Office Assistant**

The successful candidate will have a demonstrated ability to present a professional, positive, and knowledgeable image as they efficiently answer, screen and forward incoming calls, while performing a variety of other administrative tasks.

### Duties/Responsibilities:

Answer, screen and forward incoming calls.  
Provide basic and accurate information in-person and via phone/email.  
Perform clerical receptionist duties such as filing, photocopying, and faxing.  
Maintains safe and clean reception area by complying with procedures and rules.  
Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.  
Contributes to team effort by accomplishing related results as needed.

### Requirements:

Proven work experience as a Receptionist, Front Office representative or similar role.  
Proficiency with Microsoft Office products.  
Professional attitude and appearance  
Solid written and verbal communication skills  
Ability to be resourceful and proactive when issues arise  
Multitasking and time-management skills, with the ability to prioritize tasks  
High school degree; QuickBooks knowledge a plus  
Provide basic and accurate information in-person and via phone/email.

Compensation varies with experience.  
Full-time job