

## **PLEASANT RIDGE CONSTRUCTION**

### **OFFICE Assistant- PART TIME**

We are looking for a multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace.

To be successful as an Administrative Assistant, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Administrative Assistants must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, Administrative Assistants should have a genuine desire to meet the needs of others.

#### **Administrative Assistant Responsibilities:**

Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.

Providing real-time scheduling support by booking appointments and preventing conflicts.

Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.

Screening phone calls and routing callers to the appropriate party.

Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.

Greet and assist visitors.

Maintain polite and professional communication via phone, e-mail, and mail.

Anticipate the needs of others in order to ensure their seamless and positive experience.

#### **Administrative Assistant Requirements:**

Associate's Degree in related field.

Prior administrative experience.

Excellent computer skills, especially typing.

Attention to detail.

Multilingual may be preferred or required.

Desire to be proactive and create a positive experience for others.

Ensure adherence to relevant company procedures and policies

Oversee the members of the administrative team and coordinate their activities

Make travel arrangements for the senior managers

Handle phone calls and all related correspondence

Provide assistance with different budgeting and bookkeeping activities

Keep databases in check and update them regularly

Control the office supplies state and make sure it is in accordance with office needs

Supervise cleaning crew and cleanliness of office space

Create and present reports for managers

Coordinate and participate in office space planning, maintenance and renovations when necessary

Office Administrator job description: Requirements and qualifications

Office Administrator job description should contain the following requirements and qualifications

### **The Office Assistant**

coordinate office activities and operations while providing clerical and administrative support to management.

Supervisory Responsibilities:

Oversees the daily workflow of administrative staff, assigning responsibilities to ensure efficient administrative operations.

Duties/Responsibilities:

Directs office activities and functions to maintain efficiency and compliance with company policies.

Assists clerical and support staff with their assigned duties, particularly when more advanced, skilled, or sensitive work is required.

Prepares agendas, makes travel arrangements, and maintains calendars for senior management.

Oversees telephone services, email correspondence, and mail distribution.

Maintains office supplies inventory.

Maintains records, documentation, and files, particularly more complex or sensitive files such as employee files.

Performs other related duties as assigned.

Required Skills/Abilities:

Excellent verbal and written communication skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong supervisory and leadership skills.

Ability to prioritize tasks and to delegate them when appropriate.

Ability to function well in a high-paced and at times stressful environment.

Basic understanding of how to operate standard business equipment.

Proficient with Microsoft Office Suite or related software.

Education and Experience:

High school diploma or equivalent required; Associates degree in office administration or related field preferred.

At least three years of administrative and clerical experience required.

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.

High school diploma, GED or equivalent

Two years of prior experience in a rental office or property management environment

Ability to use a desktop computer and office suite software packages

Strong time management and organizational skills

Availability to work weekends

Preferred:

Bilingual in English and Spanish