
Job description

Office Assistant Position

Duties and Responsibilities:

- Answer, screen and transfer phone calls
- Greet clients, customers, contractors
- General clerical including photocopying, fax, mailing
- Sort and distribute incoming correspondence, mail
- Maintain office supply inventories
- Maintain client contact database
- Schedule and coordinate meetings
- Filing of project files and maintain database of projects
- Create and manage spreadsheets

Qualifications and Critical Skills:

- Associate's or Bachelor's Degree (or equivalent experience in a professional office)
- Good organizational skills
- Verbal communication and writing skills
- Proficient in Microsoft Word, Excel and PowerPoint

This position offers excellent pay and a complete benefits package including:

- Medical/dental/vision/disability insurance with an HAS
- Simple IRA retirement plan with employer match
- Holiday and Paid Time Off

Job Type: Part-time, in office