

Receptionist/Administrative Assistant

We are seeking a highly organized and detail-oriented Receptionist/Administrative Assistant to join our team. This role is essential in ensuring the smooth operation of our office and providing exceptional support to both staff and clients. The ideal candidate will possess strong clerical skills, a friendly demeanor, and the ability to multitask effectively in a fast-paced environment.

Key Responsibilities:

- **Calendar Management:** Effectively manage executive calendars by scheduling appointments, meetings, and travel arrangements.
- **Communication Management:** Answer and direct phone calls, respond to emails, and distribute correspondence in a timely manner.
- **Document Preparation:** Create, edit, and proofread documents including letters, reports, presentations, and spreadsheets.
- **File Maintenance:** Organize and maintain physical and electronic files, ensuring accurate document retrieval.
- **Meeting Coordination:** Prepare meeting agendas, coordinate logistics, take minutes, and follow up on action items.
- **Travel Arrangements:** Book travel accommodations, including flights, hotels, and transportation.
- **Office Administration:** Order office supplies, maintain inventory, and manage office equipment.
- **Reception Duties:** Greet visitors, answer inquiries, and direct them to appropriate personnel.
- **Data Entry:** Input data into spreadsheets and databases as needed.

Required Skills:

- **Excellent Communication Skills:** Strong verbal and written communication to effectively interact with internal and external stakeholders.
- **Organizational Skills:** Ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines.
- **Attention to Detail:** Meticulous focus on accuracy and consistency in all administrative tasks.
- **Technical Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), email systems, and other relevant software.
- **Confidentiality:** Ability to handle sensitive information with discretion.

Desired Qualifications:

- High school diploma or equivalent, with additional administrative training preferred.
- Previous experience as an administrative assistant in a professional setting.
- Strong interpersonal skills to build positive working relationships.

Ability to adapt to changing priorities and work effectively under pressure.