

**Job Title:**

*Administrative Assistant*

**Position Overview:**

*ABC Company provides/makes (short summary of your business). We were founded in (year) and are located in (city, state).*

*We are looking for an experienced and organized Administrative Assistant to join our team. This position requires a versatile individual who has experience in (list your top 3 needs; i.e. calendaring, email answering, answering telephones, etc...). We are looking for someone who is supremely organized, efficient, and who is a great team player while also being able to work on and complete tasks independently. This is a role that will be crucial to the senior management, the team members, and the clients.*

**Duties & Responsibilities:**

- *Answering phones for the office and management team*
- *Managing calendar and scheduling tasks for the CEO*
- *Managing emails for the CEO*
- *Making PowerPoint presentations that are client-ready.*
- *Willing to run errands of all kinds such as getting lunch, dry cleaning, etc. as needed*
- *Ordering office supplies and keeping inventory of office supplies*
- *Other ad hoc tasks as needed*

**Required Skills:**

- *3+ years administrative assistant experience.*
- *High school diploma required. Associate's degree or Bachelor's degree preferred.*
- *Strong computer skills including intermediate/advanced MS Word, Excel, and PowerPoint.*
- *Strong proofreading and editing skills.*
- *Advanced communication skills (verbal, written, electronic) and superior phone skills.*
- *Multi-tasking ability and able to function under pressure and tight deadlines.*
- *Able to lift and carry materials for the office (up to 20 lbs).*

- *Thrives in a fast-paced environment.*

**Office Environment Details:**

*This role will be (in an office/sitting in a cubicle/at a reception desk/remote).*

*Our office tends to be (describe the noise level/ environment: is it noisy, quiet, full of clients with phones ringing?).*

*The ideal candidate will thrive under a manager who is (insert 3 adjectives to describe what the manager is like for this role).*

**Compensation Details:**

*Salary range is (\$XX per hour or \$XX annual).*

*Benefits such as health insurance, dental, and vision are available after XX days.*

*Performance bonuses are available on an annual basis.*

*2 weeks (10 days) PTO and 1 week (5 days) of sick leave are provided after XX days.*