

Administrative Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$17.00 to \$18.00 hourly

Employment status: Contract / Temporary to Hire

Description

We are seeking an Administrative Assistant to greet clients and visitors to our office, answer phones, take detailed messages, handle client requests, and handle various duties for upper management. We are looking for an individual who is efficient and comfortable with a high velocity of client correspondence. The ability to multi-task, while maintaining complex schedules and balancing high priority deadlines is essential in this position. The ideal candidate for this position is resourceful, a good problem solver and organized. Assuring a steady completion of workload in a timely manner is key to success in this position.

- Operate multi-line telephone system to answer incoming calls and retrieve voice mail messages
- Greet clients and visitors, schedule client appointments, and confirm client appointments in advance
- Liaison between Partners, Staff and Clients; Respond promptly to Partner, Staff, and Client requests
- Process incoming & outgoing mail, faxes, and other documents; Create memos, correspondence, reports and other documents when necessary.
- Document retention including scanning and filing, as well as paperless procedures for document archiving
- Daily monitoring of Partner, Director, and Manager calendars
- Set up new client files, pull and prep client files for scheduled appointments
- Assist Tax & Accounting Department with tax assembly and presentation of client deliverables for pick up or mailing
- Create Power of Attorney form & obtain signatures from Clients & Partners/Directors/Managers
- Orders, receives and maintains office supplies
- Maintain constant cleanliness of Front Lobby, Conference Room, Break Room and other communal office areas; Maintain Conference Room schedule and run errands for necessary supplies/snacks/décor/etc.
- Ensure operation of equipment (printer/copier, fax machine, coffee machine, popcorn machine, etc.) by completing preventive maintenance requirements and scheduling necessary repairs
- Assist Tax Director to oversee biweekly Firm newsletter; Manage newsletter content & client feedback
- Direct support for Firm Partners, Directors, Managers and all other Staff
- All other duties as assigned

Requirements

- Bachelor's Degree
- 2+ years' experience in Administrative Office role
- Experience with Microsoft Office applications
- Excellent written and verbal communication skills a must! You are the face and voice of our firm. You will communicate with all clients via telephone, email and in-person
- Excellent organizational skills and time management skills with a proven ability to meet deadlines
- Ability to maintain professionalism and a positive service attitude at all times
- Motivated to learn and be challenged
- Reliable, dependable and punctual
- Attention to detail
- Ability to handle sensitive information in a confidential manner
- Problem solving and analytical skills

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