

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: \$19.95 to \$23.10 hourly
Employment status: Contract / Temporary

Description

We are offering a long term contract employment opportunity for an Administrative Assistant in Washington, District of Columbia. This role is crucial to our operations in the industry, involving tasks such as managing student databases, monitoring compliance with standard operating procedures, handling email correspondence, and performing various administrative and clerical duties.

Responsibilities:

- Efficient management and maintenance of student databases
- Ensuring compliance with Standard Operating Procedures (SOPs)
- Handling of email correspondence professionally and promptly
- Receiving and directing incoming calls appropriately
- Warmly welcoming and assisting guests
- Efficiently managing administrative and clerical tasks including filing
- Using Microsoft tools such as Excel, Word, and Outlook for various tasks
- Scheduling appointments and managing calendars
- Handling inbound and outbound calls effectively
- Providing excellent customer service and data entry services.

Requirements

- Proven experience in an administrative role
- Excellent customer service skills
- Proficiency in Microsoft Excel, Microsoft Outlook, and Microsoft Word
- Ability to handle both inbound and outbound calls professionally
- Strong data entry skills with attention to detail and accuracy
- Experience in managing email correspondence effectively
- Capacity to schedule appointments and manage calendars
- Exceptional organizational and multitasking abilities
- Strong written and verbal communication skills
- Ability to work independently and as part of a team.

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