

Admin 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: \$16.78 to \$19.43 hourly
Employment status: Contract / Temporary

Description

We are offering a short term contract employment opportunity for an Admin Assistant in Alexandria, Virginia. This role operates within the industry, where you'll be tasked with a range of administrative duties. You'll be working in a dynamic environment where your skills in customer service, data entry, and proficiency with Microsoft Office Suite will be utilized daily.

Responsibilities:

- Answering inbound calls and addressing customer inquiries in a timely manner.
- Providing top-notch customer service to both internal and external clients.
- Efficiently entering and updating customer data in the system.
- Using Microsoft Outlook for scheduling, email communication, and task management.
- Utilizing Microsoft Word for document creation, editing, and management.
- Employing Microsoft Excel for data analysis, tracking, and reporting.
- Assisting with other administrative tasks as needed.

Requirements

- Proficiency in Microsoft Word, Microsoft Excel, and Microsoft Outlook
- Experience in data entry operations
- Excellent customer service skills, including experience answering inbound calls
- Strong organizational and multitasking abilities
- Detail-oriented with a high level of accuracy in work
- Excellent written and verbal communication skills
- Ability to work effectively in a team environment
- High level of discretion and confidentiality
- Ability to prioritize tasks and work under pressure
- Previous experience in an administrative assistant role is preferred but not required.

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