

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: \$22.00 to \$23.00 hourly
Employment status: Contract / Temporary

Description

An established university in Baltimore, MD is seeking a polished and highly organized Administrative Assistant to join their team! Tis roles serves as the front line for the department. Responsibilities include phone and email correspondence, filing, acting as the first point of contact for any questions, comments, and/or concerns that come up, meeting scheduling, light calendar organization, and general administrative tasks. MUST be proficient in MS Office Suite, Zoom and Google Suite.

Requirements

- Knowledgeable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Microsoft Office experience
- Direct Phone Calls experience desired
- Proven knowledge of Zoom
- Calendar managements and scheduling appointments experience
- Google Suite experience required
- Maintain Calendar experience preferred
- Strong communication skills and able to receive criticism well
- Ability to use the internet for research
- At least 1 year of Administrative Assistant experience preferred

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This Job Posting will expire in 10 days.