



Administrative Assistant

Job Scope

Join our team as an Administrative Assistant, where your organizational skills and attention to detail will be instrumental in supporting the smooth functioning of our office. As an Administrative Assistant, you will play a crucial role in managing day-to-day administrative tasks, facilitating effective communication, and contributing to the overall efficiency of our workplace. This position is an excellent opportunity for an organized and proactive individual who thrives in a dynamic and collaborative environment.

Responsibilities

- Maintain a well-organized and tidy office environment, including ordering and managing office supplies.
Coordinate office logistics and ensure equipment is in working order.
Serve as the first point of contact for visitors, clients, and employees.
Answer and direct phone calls, emails, and inquiries professionally.
Manage and coordinate schedules, appointments, and meetings for team members.
Arrange travel plans and accommodations as needed.
Create, format, and edit documents, presentations, and reports.
Assist with the preparation and distribution of internal and external communications.
Perform accurate data entry into various systems and databases.
Maintain organized and up-to-date records, files, and documentation.
Arrange and prepare materials for meetings, including taking and distributing meeting minutes.
Coordinate logistical details for internal and external meetings.
Provide general administrative support to team members and managers.
Assist in special projects and tasks as assigned.
Coordinate travel arrangements, including booking flights, hotels, and transportation.
Prepare travel itineraries and ensure travel compliance.
Assist in the preparation and submission of expense reports.
Ensure accuracy and compliance with company policies.
Coordinate visitor access and manage logistics for events and conferences.
Assist in planning and executing company events.

Requirements

- High school diploma or equivalent; additional education or certification in office administration is a plus.
Proven experience as an administrative assistant or in a similar role.
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Strong organizational and multitasking abilities.
Excellent written and verbal communication skills.
Comfortable learning and using new software and office equipment.
Ability to handle sensitive information with confidentiality and professionalism.
Experience in lighting and electrical a plus