

## Office & Administrative Assistant

**Location: Mamaroneck, New York**

Contact: Stacy Goran, [stacy@projectveritas.com](mailto:stacy@projectveritas.com)

Job Type: Full-time

Salary: \$40,000.00 to \$45,000.00 /year

### Job Description

We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail and e-mail, making travel reservations, and generally being helpful and positive in the workplace.

To be successful as an Administrative Assistant, candidates should be professional, polite and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Administrative Assistants should be comfortable with computers, general office tasks and excel at both verbal and written communication. Most importantly, Administrative Assistants should have a genuine desire to meet the needs of others.

### Responsibilities:

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings and ordering supplies
- Providing real-time scheduling support by booking appointments and preventing conflicts
- Making travel arrangements; booking flights, cars, and hotels
- Screening phone calls and routing calls to the appropriate party and monitor front door
- Generate reports, transcribe minutes and conduct research
- Greet and assist visitors
- Maintain polite and professional communication via phone, email and mail
- Upkeep of the office appearance
- Plan and prepare for events
- Anticipate the needs of others in order to ensure their seamless and positive experience
- Pick up mail from post office and distribute accordingly

### Requirements:

- Prior administrative experience

- Excellent computer skills, especially typing
- Attention to detail and accuracy
- Desire to be proactive and create a positive experience and meeting the needs of others
- PLEASE send cover letter and resume