

## **Administrative Assistant**

### **Responsibilities and Tasks:**

- Provides administrative assistance and clerical support for the President, including but not limited to, receiving correspondence and phone calls and letters, maintaining calendar and schedule, travel planning and booking and ordering supplies.
- Responsible for submitting the President's expense report based on American Express bill and cash receipts, and reconciling monthly.
- Manages the Executive and Operations Annual Meeting and Event calendar accurately and effectively, including all meetings, birthdays and anniversaries, events, etc.
- Provides administrative report to the Marketing Department, as well as other members of the Executive Team when needed.
- Maintains filing system to ensure completion, organization and confidentiality in all aspects.
- Completes special projects as assigned by the President, which may include some personal business.

### **Position Qualification Preferences:**

- Minimum 1 year administrative experience
- Proficiency with Mac or Windows operating systems, including productivity software, such as Pages, Word, Excel, etc.
- High school diploma or equivalent

### **Position Details**

- Job Type : Part-Time
- Minimum Years of Experience : 1 year
- Minimum Level of Education : High School

### **To Apply:**

Send your resume to [philip.day@allphaseconstructioncompany.com](mailto:philip.day@allphaseconstructioncompany.com)