

## Administrative Assistant (Remote Position)

**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:** \$18.00 to \$20.00 hourly  
**Employment status:** Contract / Temporary

### Description

We are in search of a meticulous Administrative Assistant to join our team in Eagan, Minnesota. The role will involve providing essential administrative support by conducting research, managing information requests, and performing clerical duties. This opportunity offers a short term contract employment.

#### Responsibilities:

- Manage clerical functions such as maintaining records management systems and performing basic bookkeeping work
- Prepare various documents including invoices, reports, memos, letters, and financial statements
- Provide high-level administrative support through the execution of research and handling of information requests
- Act as a communication manager for the office, ensuring smooth information flow
- File and retrieve corporate documents, records, and reports as needed
- Handle incoming correspondence including faxes and emails, and distribute them accordingly
- Prepare responses to correspondence containing routine inquiries
- Utilize computer applications such as Microsoft Word, Excel, and PowerPoint in day-to-day tasks
- Maintain a high level of confidentiality and organization in managing information
- Provide exemplary customer service and utilize interpersonal skills in all interactions.

If you are interested please click the APPLY NOW button to submit your resume and reach out to Emily Haan directly at 952-882-9399 for immediate consideration.

### Requirements

- Proficiency in Microsoft Word, Excel, and PowerPoint
- Experience with office functions, including clerical duties and correspondence
- Demonstrated customer service and interpersonal skills
- Ability to conduct research and manage records
- Skilled in using computer programs and software, such as 'About Time'
- Knowledge of basic bookkeeping and ability to prepare financial statements
- Experience in preparing invoices and responses
- Proficiency in photocopying and scanning documents
- Ability to distribute faxes and manage other office machinery
- Excellent written communication skills
- Familiarity with C-suite level correspondence
- Demonstrated ability to handle multiple tasks and meet deadlines
- Strong organizational and time-management skills
- Detail-oriented with high levels of accuracy.

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**This Job Posting will expire in 10 days.**