

Jr. 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: \$17.00 to \$18.00 hourly
Employment status: Contract / Temporary

Description

We are in search of a Jr. Administrative Assistant to join our team based in Fairfax, Virginia. As a Jr. Administrative Assistant, you will be playing a vital role in our workplace operations, offering support to our sales and service personnel. This role presents a contract to hire employment opportunity with the potential for advancement within the company.

Responsibilities:

- Answer phone calls and direct them to the appropriate parties
- Maintain the office environment and ensure it is organized and functional
- Manage registrations and logistics for trade shows
- Track expense reports and ensure they are accurately recorded and processed
- Perform general administrative duties as needed
- Support field personnel with administrative tasks
- Handle some purchasing responsibilities
- Maintain a strong work ethic and provide exceptional customer service
- Utilize MS Office applications and data entry skills to perform tasks efficiently
- Act as the first point of contact representing our organization.

Requirements

- Possession of basic office skills is essential for this role.
- Prior experience in the field of administration is highly desirable, ideally at least 1 year.
- Proficiency in data entry tasks is required.
- Must be skilled in using MS Office suite, including Word, Excel, and PowerPoint.
- Excellent communication and interpersonal skills.
- Ability to work in a team environment and contribute to team goals.
- Proven ability to manage time effectively and prioritize tasks as needed.
- High level of attention to detail.
- Ability to maintain confidentiality of sensitive information.
- High school diploma or equivalent qualification is mandatory.
- Previous experience in a similar role would be advantageous.
- Ability to work independently and take initiative in problem-solving.

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This Job Posting will expire in 10 days.