

Administrative Assistant

Job Description

- Schedule meeting calendar including internal and external executives
- Coordinate all aspects of travel schedule, including flight arrangements, completing and submitting expense reports, etc.
- Handle all incoming telephone calls, mail and expense reports
- Superior knowledge of Microsoft Word, Excel, PowerPoint and Outlook
- Manage all aspects of an executive calendar, including coordinating with internal and external clients
- Draft internal and external correspondence
- Organize, maintain and update files, folders, etc.
- Distribute mail and faxes in a timely manner
- Maintain and distribute department documents
- Facilitate order and delivery of product requests
- Intermediate to advanced Microsoft Office skills

How to Apply: Interested candidates should forward their resume saved as a Microsoft word attachment to include both month and year on dates of employment to: kgorczynski@ultimatestaffing.com and enter Admin in the subject line of your email.

Job Requirements

- Hard working professional with cutting-edge skills, able to work in a fast-paced environment!!!
- Effective interpersonal skills with ability to communicate among all management levels
- Strong written and verbal communication skills
- Excellent attention to detail and ability to work in a fast paced environment
- Self-starter with strong orientation towards action
- Adaptability- ability to manage multiple projects and prioritize
- Teamwork- ability to collaborate with all levels