

Administrative Assistant

We are looking for an organized and reliable Administrative Assistant to support our team with daily office tasks. This role is a good fit for someone who enjoys helping others, managing details, and keeping things running smoothly.

Key Responsibilities:

- Answer phones and respond to emails in a professional and friendly manner
- Schedule appointments and manage calendars
- Prepare basic documents such as letters, spreadsheets, and reports
- Organize digital and paper files
- Support team members with administrative tasks as needed

Skills and Qualifications:

- Strong communication skills, both written and verbal
- Good time management and the ability to prioritize tasks
- Attention to detail and accuracy
- Comfortable using Microsoft Word, Excel, and email
- Ability to work independently and as part of a team
- Professional, dependable, and respectful approach to work