

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