

Front Desk Administrative Assistant

Job Description

Functional Job Summary:

- Responsible for the duties of the front desk. Answer the multiple line (10) telephone system and greet customers that walk in. Ensure the front desk and telephones are covered at all times.
- Operate office equipment (copy, fax and scanning machines) with minimal supervision.
- Assist administrative department with data input of routine reports, filing and computerized data entry.

Prerequisites:

- **High School Diploma or GED**
- Proficient with Microsoft Excel and Word with computerized data entry experience, minimum of 1 year experience.

Selection Criteria:

- Organized and multi-task oriented.
- Performance motivated and a team player.
- Excellent written and verbal communication skills.
- MS Word and Excel proficient.
- Customer Service focused.

Desired Qualifications:

- 3 years experience of administrative duties.
- **Must be able to pass drug screen.**