

Administrative Assistant Job Description

Position: Administrative Assistant

Type of Company: Manufacturing

Background Check: Yes

Rate of Pay: TBD

Physical: N/A

Hours per week: 24-32 hours

DMV: Clean Record

Location: Stockton

Drug Test: Yes

Schedule: Schedule will fluctuate, depending on workload.

Objective:

A fast growing international food company in Stockton, California is looking for Administrative Assistant to perform administrative and office support activities for company management.

Requirements:

1. Reporting Skills
2. Administrative Writing Skills
3. Microsoft Office Skills
4. Information Analyzing Skills
5. Organization Skills
6. Problem Solving Skills
7. Bilingual or Multilingual candidates are pluses (Mandarin, Cantonese, Spanish, etc...)

Responsibilities include:

- Fielding telephone calls
- Receiving and directing visitors
- Word processing, faxing and emailing
- Record keeping and filing
- Research, analyzing data and preparing reports
- Schedule appointments, arrange and prepare meetings

