

URGENT HIRING



Office Assistant Job Summary

We are seeking a highly organized and responsible office assistant to join our growing organization. In this position, you will perform clerical tasks, answer phones, and sort mail. Other duties will include assisting office managers and executives with preparing documents, organizing files, managing existing documents, and generally keeping the office organized, tidy, and running smoothly.

Office Assistant Duties and Responsibilities

- Answer phone inquiries, direct calls and provide basic company information
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed
- Assist in planning company events, meetings, luncheons, and employee team building activities or special projects
- Help prepare reports, presentations, and data
- Manage and maintain files, records, and correspondence for meetings
- Type documents, drafts, and reports
- Arrange schedules for meeting space and conference rooms
- Assist with travel and expense reports
- Update staff calendars and organize schedules
- Prepare information and research for executive needs
- Oversee mail deliveries, packages, and couriers
- Purchase, track, and invoice office supplies for each department
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms
- Arrange itineraries and executive correspondence

Office Assistant Requirements and Qualifications

- High school diploma or equivalent; associate's or bachelor's degree preferred
- Prior experience handling office responsibilities, experience in customer service, or related field
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling appointments/updating calendars
- Excellent written and verbal communication skills
- Highly organized multitasker who works well in a fast-paced environment
- Willingness to learn and to grow with the company

Forward Resumes at : Natasha.noronha@bahriafoundation.com