

Office Assistant

Bravo LT needs you to be a part of our highly motivated group of technology experts. We share a passion for technology and the community we serve, and we are committed to building long-lasting, productive relationships. We focus on giving back to the community, positively impacting society, and providing quality solutions that work. We believe in *autonomy*, *mastery* and *purpose* and in trusting people to do the right thing - and we think Bravo LT is a pretty great place to be a part of.

Responsibilities

1. Manage and coordinate office duties at Bravo LT:
 - Welcomes customers, clients, and visitors
 - Answer the telephone and direct calls
 - Maintain the office space area
 - Support company leaders, such as the President and Human Resource Director, and account managers
 - Check-in and properly distribute all incoming deliveries and packages
 - Open and close the office at 8:25 AM and close at 5:05 PM
 - Oversee inventory for office supplies and kitchen supplies
2. Create technical documentation:
 - Create documentation in Microsoft Word
 - Create presentations in Microsoft PowerPoint
 - Develop technical material within multiple media, to include job-aids (MS Word, Adobe Acrobat), e-learning (Storyline, Adapt), and websites (WordPress, HTML)
3. Oversee project management tasks:
 - Create project plans and project schedules for client projects and internal projects
 - Oversee time, quality, and hours on assigned client projects
 - Oversee special projects, such as Google I/O and the Raspberry Pi youth computer camp

Requirements

- Enthusiastic
- Hard worker
- Technical aptitude in MS Word, Adobe Acrobat Pro, and WordPress
- Strong interpersonal and communication skills and the ability to interact with a diverse group of clients and colleagues at a high degree of professionalism
- Able to manage time effectively

Desired Education

Bachelor of Science (or Arts) degree (not required)

Location: Grand Rapids, MI

To apply, please visit the Bravo LT Career Opportunities webpage at: <http://bravolt.com/careers/>