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| Afbeelding met tekst  Automatisch gegenereerde beschrijving  ARITA  2023-01-29 09:51       |  | | --- | | JOB OFFER: Administrative Assistant  ARITA is a company that provides IT-related services to schools. We currently have a team consisting of three people. Are you interested in this job and want to join our fun team so we can grow even harder? Then this job is definitely for you! | | Our company is growing and we are seeking for an administrative assistant to join our team per contact terms!  You will perform clerical and administrative functions in order to drive company success. The job can be done remotely as long as you can complete the tasks in a timely manner.  Essential Responsibilities:   * Maintains calendars and schedules appointments. * Coordinates and schedules meetings and prepares meeting agendas. * Coordinates and arranges travel and accommodations, and prepares travel itineraries. * Directs incoming calls, welcomes visitors, and answers routine questions. Sorts and distributes incoming mail and prepares outgoing mail. * Compiles basic reports or presentations with information from established sources as directed. Prepares a variety of correspondence with a moderate degree of guidance. * Organizes and maintains office files (electronic and hardcopy) and records in accordance with internal retention policy and procedures. * May perform data input and prepare forms in support of the manager or department. * Performs other duties as assigned.   Minimum Qualifications:   * High School Diploma/GED or equivalent * 2 years related administrative experience   Primary Focus Will Include:   * Administrative support to executives * Back-up Front Desk/phones * Prepare expense Reports * Coordinating Travel * Helping create PowerPoint Presentations * Helping create Office Newsletter   Preferred Qualifications and Skills:   * Excel, PowerPoint, Word and Outlook * Ability to maintain confidentiality * Planning, time management, and organizational skills * Ability to balance multiple tasks and changing priorities   The approximate pay range for Mol is $21.42 - $36.50. Please note that the pay range provided is a good faith estimate for the position at the time of posting. Actual compensation will be dependent on factors, including but not limited to, the individual’s qualifications, experience, knowledge, skills, and abilities as well as physical work location within the city.  Do you think you have the right qualities and experience for this job? Then be sure to call 04 87 11 62 79 or send an email to [ARITA.support@gmail.com](mailto:ARITA.support@gmail.com).  Would you prefer to visit physically? Then you can always come visit. Our address is Rozenberg 45, 2400 Mol.  We'd love to hear from you. | |