

Administrative Assistant

Location: Chicago, IL

The Administrative Assistant reports directly to the Sales & Marketing staff to perform a variety of administrative and clerical tasks to support day to day office needs that are required for managing our company's general activities.

Responsibilities:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed notes
- Write and distribute email, letters, faxes, and forms
- Prepare regularly scheduled reports
- Develop and maintain a filing system
- Maintain contact lists
- Book travel arrangements
- Provide general support to visitors
- Manage new employee processes

Candidate Skills/Requirements:

- Past experience in a professional office atmosphere is preferred but not required
- Proficiency in Microsoft Office products (Excel, PowerPoint, Word, Outlook, etc.)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Strong organizational skills with the ability to multi-task
- Self-motivation with a high level of dependability, team orientated, and strong verbal, writing, and interpersonal skills

If you are interested in this position please send your resume to: awilkins@straitsfinancial.com