

US Office Assistant

Location: Chicago, IL

The Office Assistant reports directly to the Multimedia Manager and Chief Operating Officer to assist with a variety of administrative and clerical tasks to support day to day office needs, as well as some sales and marketing support.

Responsibilities:

- Answer and direct phone calls
- Enter visitors into security system and provide general support to visitors
- Oversee scheduling of office conference rooms
- Prepare regularly scheduled reports/notifications
- Maintain updated mailing lists
- Book travel arrangements
- Handle basic house-keeping needs
- Order office supplies
- Maintain office documentation records on and offsite
- Basic filing organization

Candidate Skills/Requirements:

- Past experience in a professional office atmosphere is preferred
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook, etc.)
- Excellent time management skills and the ability to prioritize work
- Extreme 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 player
- Strong verbal, written, and interpersonal skills

If you would like to apply for this position, please send your resume to awilkins@straitsfinancial.com