

DESIGN / BUILD

Job Title: Administrative Executive Assistant

Job Type: Full-time

Salary: \$20.00 to \$25.00 /hour

We are looking for an Administrative Executive Assistant who is passionate about providing support to the managing director and others as required. You will be working on a one-to-one basis on a variety of tasks.

Responsibilities:

- Act as the point of contact between the manager and internal/external personnel
- Responsible for inquiries and requests
- Manage schedule and appointments
- Coordinate travel arrangements
- Take and dictation and minutes
- Source supplies and products
- Prepare and maintain reports
- Devise and maintain an office filing system

Relevant Experience:

- Proven relevant work experience minimum of 5 years (preferred but can be discussed)
- Knowledge of office management systems and procedures
- MS Office proficiency
- Outstanding organizational and timing management skills
- Up to date latest technology
- Ability to multitask and prioritize daily workload
- Excellent verbal and written skills
- Discretion and confidentiality

www.pbs.nyc

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