

Administrative Assistant (Baltimore, MD)

The right candidate will possess computer competencies to include: Outlook, Microsoft Word and Excel. A high school diploma or equivalent and reliable means of transportation are required in order to be considered for the position.

The desired candidate must also exhibit the following qualifications:

- Ability to work in a fast-paced environment
- Highly organized
- Pays attention to detail
- Ability to work efficiently within a group and/or independently
- Flexible attitude
- Ability to work effectively with all levels of management and other colleagues
- Demonstrates initiative
- Courteous phone and reception skills
- Above-average verbal and written communication skills
- Reliable
- Friendly

Duties will include:

- Answering multi-line phones;
- Scheduling appointments using Outlook;
- Responding to client inquiries and requests;
- Developing, maintaining and updating filing system;
- Data entry
- Coordinating with field staff; and
- Completion of other tasks as required

Our goal is to hire an individual who is extremely competent, professional, and confident performing the tasks that are required of this position; and someone who is interested in becoming an integral part of an established, small business.