

**F/T Position**

**Shift:** 1st

**# of Openings-1**

<b>Posted:</b> <b>04/19/2017</b> <b>Expires:</b>
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## **JOB POSTING**

**JOB TITLE:**

**Administrative Assistant**

**PURPOSE OF POSITION:** Responsible for brainstorming, creating and transforming ideas into words for articles, publications and pamphlets. Writes words and text for internet content, blogs, websites, press releases, flyers and catalogs. Ability to create compelling text that draws readers in, conveys a certain message or entertains. Handling the daily activities of the vice president which includes phone calls, meetings and appointments.

### **EDUCATION & EXPERIENCE:**

- Excellent verbal and written skills required.
- Associates degree preferred but equivalent experience can be substituted for education.
- Be proficient in Microsoft Office such as Word, Excel, Powerpoint, etc.
- Must be detail oriented and organized.

### **DESCRIPTION OF JOB DUTIES:**

- Develop unique new concepts.
- Arranging travel and accommodation; occasionally travelling to provide general assistance.
- Scheduling meetings and appointments.
- Screening phonecalls, inquiries and requests.
- Produce documents, briefing papers, reports and presentations.
- Create and present storyboards of ideas.
- Maintain working knowledge of organization's capabilities, products, and other commonly asked questions.
- Oversee campaigns from production to completion.
- Revise, edit and proofread content as needed or directed.
- Respond to feedback in a timely manner.
- Work within tight deadlines.
- Check copy for spelling and grammar errors.
- Review designs, securing and purchasing promotional items for marketing.
- Organizing and attending meetings and ensuring the preparations have been made prior to meetings.
- Provides general information about the organization to individuals and groups.
- Assist the department as needed.
- Performs other duties as directed.

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