
Administrative Office Assistant (Bilingual a plus!)

Job Description

Pay Rate: \$9.00 to \$10.00 (Depending on Experience)

At Ms. Taye Productions we work for you!

Your success is our goal!

We are currently seeking an **Administrative Office Assistant** for our office. This is an excellent career growth opportunity for a positive individual with strong organizational skills.

Ms. Taye Productions is part of the non-profit organization ***From God's Heart to Your Hands*** that specializes with assisting local communities to foster goodwill, charity, self-improvement, as well as general well-being. By providing economic stimulus and charitable goods. Our organization is dedicated to getting to know you and proactively applying your skill sets on your behalf so that you may prosper and grow within the company. We want to see you succeed!

Administrative Office Assistant- Job Responsibilities:

As an **Administrative Office Assistant**, you will perform a variety of administrative clerical office functions. You will be responsible for composing memos, transcribing notes, and researching and creating presentations.

Other responsibilities of the Administrative Office Assistant role include:

- Scheduling and managing calendars
- Answering phone calls and relaying messages
- Providing information and customer service
- Taking dictation and filing paperwork
- Generating reports using various MS Office applications (Primarily Excel and Word)
- Providing support for multiple projects
- Preparing and monitoring invoices and expense reports

Administrative Office Assistant-Job Requirements:

In the **Administrative Office Assistant** role, you must be an excellent communicator with outstanding customer service skills. We are seeking a dedicated individual with strong organizational skills and multi-tasking abilities.

Additional requirements for the Administrative Office Assistant will include:

- High school diploma or equivalent certification
- Bachelor's degree or equivalent combination of training and experience, a plus
- At least 2 years of experience in a similar clerical office role
- Intermediate to advanced computer skills
- Skills on the MS Office suite (Excel, PowerPoint, and Word)
- Ability to type at least 45 wpm