https://reliablestaffing.com/job/office-admin-rscsad3031/

Office Admin RSCSAD3031

Description
Reliable Staffing Dallas is now seeking an Office Admin. Job Duties:
Arranges meetings by scheduling appropriate meeting times, booking rooms, and planning refreshments. Manages correspondence by answering emails and sorting mail. Handles expenses and billing cycles. Manages reception area and looks after visitors. Answers phone calls and transfers them as necessary. Drafts, formats, and prints relevant documents. Maintains stock lists and orders office supplies as needed. Manages staff expense requests. Interacts with directors and carries out their requests. Creates agendas and takes meeting notes. Assists in purchase orders and invoicing. Maintains accurate records for employee holiday requests. Manages outgoing post and records data on special deliveries. Photocopies and files appropriate documents as needed. Attends workshops and conferences when requested. May take care of website functions and social media profiles.

Job Location
8035 E R L Thornton Fwy Suite 307, 75228, Dallas, Texas, usa

Hiring organization
Reliable Staffing Corporation

Employment Type
Full-time

Base Salary
$ 16

Industry
Office/Administration

Qualifications
Office Administrator Skills and Qualifications:
Prior Office Management Experience Preferred; Strong Attention to Detail; Ability to Work Without Supervision; Excellent Time Management Skills; Exceptional Communication and Customer Service Skills; Technical Skills, Including Proficiency With Microsoft Office Programs; Strong Prioritization and Organization Skills; Ability to Handle Confidential Information; Strong Record Keeping Skills; Presentation Skills, Including Welcoming Guests to Events; Ability to Multitask.

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