

PART-TIME ADMINISTRATIVE ASSISTANT

Description

Provide office support by working independently as well as collaboratively with our team. The part-time Administrative Assistant will be assisting with onboarding procedures, office supply inventory, memberships, answering phones, greeting visitors and other duties described below.

Our Values:

At A-LIGN, our Big Vision is to relentlessly exceed expectations through extraordinary people, innovative technology, and unwavering dedication to our people and the clients that we serve. Our unique values: be “all in,” commit to quality, innovate constantly and do the right thing, always, set us apart from those that simply strive to meet your expectations. We work where dedication and quality meet. We’re all in, are you?

Duties and Responsibilities

The Administrative Assistant will report to the Office Manager. Essential duties and responsibilities include the following:

- Create new hire packets
- Order and maintain inventory of company shirts
- Maintain inventory of office supplies and stock supply areas
- Order, maintain/clean and stock breakroom snacks areas and main conference room
- Create new and maintain existing AAA memberships
- Assist in distributing incoming and outgoing mail
- Assist with office cleaning – kitchen, conference rooms and other common area
- Assist with phones and greeting visitors
- Assist with expense reports.
- Provide additional support as directed by Office Manager

Minimum Qualifications

- High School Diploma or GED required. Some college is preferred
- At least one (1) year experience in general office responsibilities
- Ability to work up to thirty (30) hours per week
- Excellent writing, analytical and problem-solving skills
- Strong computer/Microsoft Office skills
- CRM/Salesforce experience preferred
- Ability to adapt to change quickly
- A high degree of initiative, confidentiality, judgment and discretion
- Ability to work individually as well as part of a team
- A high degree of flexibility and professionalism
- Ability to communicate effectively
- Highly organized and maintain paper and electronic files