

Office Assistant: Location, Cleveland Southeast Area

Part-time Monday – Friday 10:00 AM to 2:00 PM or Full-time Monday-Friday: 9:00 AM to 5:00 PM. 40.00 hours a week. Starting salary \$17.50 - \$18.00/hr.

Job Purpose: Responsible for keeping the day-to-day operations of the office organized.

Quick Employment is a great company to work with. We are celebrating 21 years in the staffing business. We have placed thousands of employees with hundreds of reputable employers,

Job Duties:

- Troubleshoot office equipment by working with provider (i.e., copy machine, interferent, computers, etc.)
- Serve as the contact person for the director of Community Relations
- Answer a two-line phone system and transfer calls
- Maintain alphabetical and numerical files
- Manage and maintain office supplies
- Welcome visitors to office

Qualifications:

- Experience using Microsoft Office Suite or Microsoft 365
- Type 30-45 WPM
- Experience answering an office telephone
- Office assistant or administrative experience
- Excellent organization skills
- Strong verbal and written communication skills
- Must maintain a high level of confidentiality
- Must be able to work as a team member as well as an individual
- Must be flexible
- Three (3) years of experience as an office assistant or administrative assistant or a combination of both

Minimum Qualifications:

- High school diploma or GED equivalent required.
- Ability to pass a drug test
- Ability to pass a background screening
- Must practice CDC guidelines including COVID-19