

Quick Employment

Administrative Assistant – Our client is looking to hire a temp for a permanent position. The company is in Cleveland, Ohio, Southeast area.

Full-time (40 hours) Monday - Friday, 8:00 am - 5:00 pm. The temporary pay rate is \$18.50 - \$20.00 an hour). The parking is free. This is a great company to work for. The company has been in business for over 30 years. Our client offers excellent benefits once you are hired permanently.

Job Summary: Provide excellent support using excellent communication; organizational skills; using attention to details; the ability to multitask; work as an individual; and as a team member.

Job Duties:

- Provide customer service to staff, external customers, and stakeholders
- Greet visitors, answer phone calls, take messages and transfer calls
- Provide administrative support to the director with grant management
- Prepare reports by collecting and analyzing data
- Type reports, letters, memos, forms, envelopes, and documents as needed
- Be willing to learn customer relationship management software
- Maintain a digital and hard copy filing system
- Prepare marketing fliers and brochures to be distributed to the community
- Schedule meetings, prepare technology equipment, and materials as needed for presentations
- Support Board Meetings, special projects and community events
- Research potential vendors for services and provide recommendations to the director
- Ability to keep information confidential

Minimum Requirements:

- Two (2) to five (5) years of administrative assistant experience required
- Must have a high school diploma or equivalent
- Experience with Microsoft (Word, Excel, Outlook), and using standard office equipment
- Excellent verbal and written skills
- Excellent customer service and interpersonal skills
- Must be able to pass a background screening
- Must be able to pass a drug screening

Submit your resume today: Using email, quickemp@cs.com, or fax, 216 361-3970