



Job title	<i>Administrative Associate</i>
Reports to	<i>Director of Office Management</i>

Job purpose

Serve at the first point of contact for Apex Global Solutions and provide administrative support across the organization.

Duties and responsibilities

1. Represent the organization as the initial image for internal and external contacts
 - Serve visitors by greeting, welcoming and directing them
 - Answer, screen and forward any incoming phone calls while providing basic information when needed
 - Assist in maintaining employee and department directories
2. Provide general administrative and clerical assistance to support smooth company operations (list below is not exhaustive but representative)
 - Prepare and send outgoing correspondences
 - Receive and sort mail and deliveries
 - Coordinate meetings, reserve conference rooms and arrange food
 - May process and send out checks for facility and company payment to vendors
3. Other duties as assigned

Qualifications

A successful individual in this role will possess:

- Excellent customer service skills
- Effective verbal and written communication skills
- Light project management and strong organizational skills
- Proficient keyboard skills
- Knowledge of computers and relevant software application
- Strong attention to detail
- Ability to multi-task and set priorities
- Initiative
- Reliability

Working conditions & physical requirements

This job is performed in an office setting and may require lifting of up to 10 pounds. This role may also require running errands intermittently.

Direct reports



This role has no direct reports.