



Administrative Assistant, Full-Time

Summary: The Administrative Assistant is a key asset to the synergy and work environment of the office. Their job is to provide support and to facilitate the work of our Special Projects, Operational, and Accounting departments. The duties include but are not limited to: reception work, data entry, and administrative responsibilities.

The Administrative Assistant will often be the first face potential clients see when entering the office, so excellent interpersonal communication skills are imperative. The ideal candidate should be friendly, charismatic, outgoing, and be very comfortable representing the company.

Required Proficiencies:

- Efficient typing skills
- Excellent communication and customer service skills
- Complex organizational skills
- Excellent multitasking abilities
- Knowledge of Microsoft Office

Preferred Proficiencies

- Experience with multiline phone systems
- Experience with Quick Books
- Knowledge of Google Apps

Conditions and Compensation:

- Full-Time
- Monday to Friday, 8 am to 5 pm
- \$10 to \$12 hourly rate, depending on experience
- Medical and dental benefits available

Contact: Please email résumé and cover letter with the subject line “*Administrative Assistant Position*” to careers@worldcng.com.