

**TITLE: Administrative Assistant**

**DEPARTMENT: Finance**

**REPORTS TO: Supervisor, Accounting**

**BENEFITS:** Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

**General Responsibilities:**

This position is responsible for handling front desk reception and administrative duties, including greeting customers, guests and vendors, provide assistance with answering phones, processing mail, filing, data entry, scanning and various tasks assigned by Supervisor.

**Specific Duties:**

- Create a positive first impression to visitors. Maintain appearance of reception area in keeping with corporate branding standards. Greet visitors professionally and alerts employee of their arrival
- Answer phones in a backup capacity for main switchboard
- Administrative support to leadership team such as the VP's and Directors
- Maintain conference rooms on a daily basis to ensure they are equipped for the day and create a positive experience for users
- Process incoming and outgoing mail
- Manage office supplies in building
- AP and AR support including; print AP and AR invoices; send electronic copies of invoices as requested by customers
- Assist with insurance certificate processing
- Assist accounting with filing of documents
- Maintain content of electronic communication boards
- Provide backup to other Administrative Assistants as needed individually or as part of a team, implement process improvements

**Job Qualifications:**

- A High School Diploma or GED required with minimum of 2 years of experience
- AAS in Secretarial Science, Business, or Administration preferred
- Professional appearance and positive attitude
- Ability to work independently on assigned tasks
- Strong organizational skills and ability to multi-task
- Proficiency in MS Office applications essential (Word, Excel, PowerPoint,) SharePoint preferred
- Excellent communication skills (English) required (both verbal and written)

**Work Environment:**

ADA Physical/Mental/Workplace Requirements

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

To apply for this position, please complete an [employment application](#) and send to [careers@gorbel.com](mailto:careers@gorbel.com).

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