

We are looking for an energetic, motivated, self-starter to perform administrative duties as assigned by the management team. You will interact on a daily basis with management and employees of the company.

Responsibilities

- Coordinate and schedule meetings, agendas, presentations, teleconferences/video conferences
- Schedule and manage Outlook Calendars
- Compile special reports, letters, and memos, using Microsoft Office software
- Interact with clients professionally via telephone, email, etc.
- Provide a central point of coordination and communication for team members
- Arrange and coordinate travel schedules, accommodations, and trip logistics
- Process invoices and create expenses reports
- Carry-out office administrative duties including organizing and filing client correspondence and documents.
- Assist with special projects as needed

Requirements

- Associates degree or equivalent experience
- 2+ years of previous experience as an administrative assistant
- Ability to work in a dynamic environment by organizing, prioritizing, and multi-tasking, while supporting multiple executives
- Willingness to take initiative, anticipate issues, and proactively offer solutions
- A team player, able to work well with all levels of internal management and staff
- Excellent interpersonal, verbal, and written skills
- Commitment to maintain confidentiality and act discreetly while working with confidential information
- Advanced experience utilizing MS Office applications including Outlook, Word, Excel, and PowerPoint.
- Ability to learn and adopt to new tools and work processes quickly and effectively

Why Tecurity?

- Excellent work environment
- 20-30 hours per week

To Apply

Send resume to hr@tecurity.com. Serious candidates only please.