

Administrative Assistant Part Time Marianna

Responsibilities

Flexible PT work schedule Mon-Thursday approximately 18 ½ hours per week

- Answer, screen & process all incoming calls & messages
- Greet customers & represent Ci in a positive manner
- Handle & process incoming & outgoing mail & packages. Overall responsibility for all preparation & processing of FedEx, UPS etc.
- Maintain equipment repair log
- Monitors distribution of customer equipment & parts
- Collection of work orders from technicians
- Assist in annual reconciliation & counting of inventory
- Prepare complex data & summarize same through spreadsheets, graphs & reports
- This role requires the ability to lift & carry packages regularly that may weigh up to 30 lbs.
- This role also requires the ability to walk frequently during the day while carrying the packages to other locations in the office.

Qualifications

- **Requires advanced computer skills**, including creation of various reports & complex spreadsheets. Must be **Very** proficient in Entire Microsoft Office Suite, with a **STRONG** Focus on **Excel Skills** & Word, **Microsoft Dynamics AX Experience Strongly Preferred**
- **Basic understanding of cost & revenue from an accounting standpoint required**
- **Basic accounting skills preferred**
- This position requires the skills & knowledge normally obtained through the successful completion of a **high school degree**. Associates Degree, or some college/business courses strongly preferred.
- **Requires 4+ years minimum** related experience, preferably in an administrative capacity with progressive responsibility
- Must demonstrate strong interpersonal skills dealing with greeting customers in person & on the telephone. Must speak clearly & professionally
- Must type a minimum of 55 words per minute
- **A demonstrated proficiency in understanding new software systems quickly strongly preferred**
- Capable of dealing with internal & external clients in a tactful & professional manner.
- ***Must be able to work in a busy & sometimes hectic environment***