

## **Administrative Assistant**

The Administrative Assistant at Family Missions Company is a full time position that requires reporting to work daily at our Big Woods Office. Work hours are 9-5 with a 45 min lunch break. Below is an overview of the position, and a more comprehensive job description is available upon request.

### **Receptionist Duties**

- Answer phones and redirect calls when necessary.
- As a Secretary, you will assume the duty of clerical and administrative support in order to optimize workflow procedures in the office.
- You will assist colleagues and directors by supporting them with planning and distributing information.
- You will be the point of reference for all queries, requests or issues and will be an integral part of the company's workforce.
- Will process mail for Departments and Missionaries.

### **Requirements**

- Proven work experience as a Secretary or Administrative Assistant
- Familiarity with office organization and optimization techniques
- High degree of multi-tasking and time management capability
- Excellent written and verbal communication skills
- Integrity and professionalism
- Proficiency in MS Office/Google Suite