

Administrative Assistant

We are looking for an enthusiastic administrative assistant to join our company and help with various office work, including, but not limited to professionally answering phones, having the ability to pick up quickly for various office operations, setting up files, issuing drafts and various operational tasks throughout a given day. You will collaborate with office personnel, and work with our operating team and all stages of office operations. Typing skills are a must. We perform trial preparation services for various legal clients, as well as third party investigations for multiple companies throughout the insurance industry. It is a very friendly environment, and a comfortable place where you can grow.

Responsibilities

- Help with business operations and day to day tasks.
- Attend to phone calls and return calls for customers.
- Handle Email.
- Perform Market Analysis
- Support the marketing and operations team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. events etc.)
- Help distribute operating and marketing materials

- Manage and update company database and customer relationship management systems (CRM)
- Help Co-ordinate creation of Marketing and Promotional material print and digital
- Assist with Marketing Campaigns
- Assist with making calls and securing reservations.

Skills

- Strong desire to learn along with professional drive
- Solid understanding of different operating techniques
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office
- Familiarity with computer software and online applications, Quickbooks
- Passion for interacting with people

Job Types: Full-time

Schedule:

- 8 hour shift
- Monday to Friday

Application Question(s):

- Are you able to reliably commute to the job location?

Education:

- Associate (Preferred, but not essential))

Experience:

- Customer service: 1 year (Preferred)

Work Location:

- One location

Work Remotely:

- No

Additional Documents:

- Please include your resume