

Administrative Assistant

O Connor Company - SF

Rapid City, SD - 57703

Posted 1/29/2019 on SDWORKS

Positions available: 1

Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Pay: \$14.00

Job Requirements

- HS Diploma

Job Details

- Full Time +40 hours
- Day Shift

Job Description

- Answer multi-line phones and route calls.
- Provide general administrative support to staff.
- Gather information and supporting documentation needed for projects.
- Operate various office equipment such as copiers, scanners, fax machines, computers and peripherals.
- Assemble and ship various mailings.
- Generate reports and documents under direction of other staff members.
- Assist with arrangements for in-house events, including meetings and customer training sessions.
- File and organize information for use by other staff members.
- General office duties and errands.

Education and experience requirements:

- Good phone etiquette.
- Good organizational skills.
- Computer skills should include knowledge of Word, Excel & Power Point
- Comfortable communicating with remote employees and other offices.

We require a pre-employment drug screen and background check on all new hires

