

Administrative Assistant – Executive Support & Office Management



tech-support@bbworkforce.com

Phone :

Web :

Job Summary

Vacancy : 6

Deadline : Jan 15, 2025

Published : Sep 13, 2025

Employment Status : Full Time

Experience :

Salary : \$15.00 - \$17.00/hour

Gender : Any

Career Level : Entry to Mid Level

Qualification : High School Diploma, Some College Preferred

Job Description

Answer and direct phone calls professionally
Manage office filing systems and maintain records
Schedule appointments and coordinate meetings
Handle correspondence and email management
Provide general administrative support to management team

Education & Experience

High School Diploma required, Associate's degree or some college coursework preferred. Previous administrative experience is a plus. Proficiency in Microsoft Office Suite required.

Must Have

Excellent communication skills, proficiency in Microsoft Office Suite, professional demeanor

Educational Requirements

High School Diploma, Some College Preferred

Compensation & Other Benefits

Contact our Recruiter