

# Administrative Assistant

Riverside County – Hemet

## **Overview:**

We are seeking an experienced and detail-oriented Administrative Assistant to join our dynamic team. This role provides an opportunity to work in a fast-paced environment, supporting our operations and contributing to the success of our organization.

## **Duties:**

- Welcoming visitors and directing them to the appropriate office.
  - General office oversight including property management tasks.
  - Fulfill responsibilities as assigned by management.
  - Assist with administrative duties as directed (including typing, filing, accounts, etc.)
  - Maintain office supply inventory and request new supplies when needed.
  - Coordinate and distribute company supplies.
  - Conduct regular audits of operational data to ensure accuracy and completeness.
  - Develop and maintain audit reports for management review.
  - Identify discrepancies in data and work with relevant departments to rectify them.
  - Perform varied secretarial and administrative duties for an administrative department.
  - Compose and produce business correspondences, reports, and related materials per guidance.
  - Notify appropriate parties to review and sign materials, as authorized.
  - Edit documents produced by others per guidance.
  - Respond to inquiries and requests for information requiring knowledge of departmental and company policies and procedures.
  - Serve as an internal resource to administrators or staff on departmental and company procedures.
  - Perform administrative duties associated with scheduling and coordinating meetings and planning events.
  - Arrange with vendors for services, prepare agendas, gather, and organize supporting information, and oversee production and distribution of related materials.
  - Schedule and prioritize workload by appropriate deadlines.
  - Prepare company monthly newsletter and other marketing material as needed.
- \*The company reserves the right to add or change duties at any time.

## **Skills:**

- Willingness to learn
- Self Starter
- Highly motivated to achieve goals

- Collaborative
- Detail-oriented
- Technical Skills
- Time Management

**Requirements:**

- Proven experience as an Administrative Assistant or in a similar role.
- Excellent organizational and communication skills.
- Proficiency in Google Suite and experience with data entry.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- High school diploma or equivalent required; post-secondary education in business administration or a related field is an asset.

By joining our team as an Administrative Assistant, you will have the opportunity to contribute to a dynamic and growing organization, develop your skills in a supportive environment, and advance your career in a rewarding and challenging role.

**Job Type: Full-time**

**Pay: \$20.00 per hour**

**Expected hours: 40 per week**

**Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

**Schedule:**

- 8-hour shift
- Monday to Friday
- No weekends

**Experience:**

- Administrative: 1 year (Required)

**Language:**

- Spanish (Preferred)

**Ability to Relocate:**

- Hemet, CA 92543: Relocate before starting work (Required)

**Work Location:** In person