

SC Staffing & Consulting LLC

Administrative Assistant II Philadelphia, PA

Job Type: Full-time

Job Description

Our client in center city Philadelphia is looking for a temporary to possible permanent Administrative Assistant II/Coordinator.

General Description:

Working under general supervision provides administrative support of a moderately complex and at times very confidential nature. Prepare correspondence, schedule appointments and meetings, take minutes at meetings. **Person must be a go-getter, task oriented, analytical with the expected organizational and administrative skills.**

Primary Responsibilities:

- Coordinate the Vice President/Director schedule, prioritizing and setting up appointments internally and externally and making sure the Vice President/Director is at the right place at the right time.
- Receive, screen and direct incoming phone calls.
- Generates correspondence using advanced versions of word-processing, databases, spreadsheets, and other software.
- Analyze data and prepare regularly scheduled reports of data.
- Create and type letters, forms, reports and memos for sign-off.
- Maintain filing system.
- Distribute incoming mail and prepare outgoing mail.
- Order supplies for department.
- Solicit agenda items, take and type minutes, forward minutes for review by attendees and make edits as needed.
- Arrange conferences, schedule travel time and hotel accommodations.
- Maintains the database and tracks purchase orders, expenses, and provides an monthly/annual report for areas reporting to the Vice President/Director
- Coordinate and complete special projects as assigned.
- Performs all other tasks that may be required for position as assigned.

Key Job Requirements:

Education: High School diploma or equivalent required. Associate degree or 2 years of college is preferred.

Skills/Abilities: Proficient in all Microsoft Office programs including **Microsoft Office 365**

Platform. Excellent organizational, written and oral communication skills. Excellent interpersonal skills. Ability to prioritize work, meet deadlines and work independently. Ability to interact with staff as a team player. Able to deal with sensitive data in a highly confidential manner.