**ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: FIRST ENTERPRISES

**Address**: 123 MAIN STREET, LOS ANGELES CA, 12345

**Phone**: 333-333-3333

**E-Mail**: INFO@FIRST.COM

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: ADMINISTRATIVE ASSISTANT

**Reports to**: LUCY BOWMAN

**Job Location**: LOS ANGELES, CA

**Start Date**: SEPTEMBER 29, 2021

**Job Type**: [x]  Full-time [ ]  Part-time [ ]  Independent Contractor [ ]  Intern

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

First Enterprises is seeking an administrative assistant to support the day-to-day tasks of a member of our executive team.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Answering phones
 | * Maintaining filing systems
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| * Scheduling appointments
 | * Processing payments
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| * Preparing memos
 | * Performing basic bookkeeping
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| * Editing documents
 | * Handling mail
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Strong computer skills
* Strong organizational skills
 | * Strong interpersonal skills
* Bachelor’s degree
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