

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

EMPLOYER INFORMATION

Name: FIRST ENTERPRISES

Address: 123 MAIN STREET, LOS ANGELES CA, 12345

Phone: 333-333-3333

E-Mail: INFO@FIRST.COM

EMPLOYMENT ELIGIBILITY

Job Title: ADMINISTRATIVE ASSISTANT

Reports to: LUCY BOWMAN

Job Location: LOS ANGELES, CA

Start Date: SEPTEMBER 29, 2021

Job Type: Full-time Part-time Independent Contractor Intern

of Hours: 40 Hours per week

JOB DESCRIPTION

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

RESPONSIBILITIES AND DUTIES

- Answering phones
- Scheduling appointments
- Preparing memos
- Editing documents
- Maintaining filing systems
- Processing payments
- Performing basic bookkeeping
- Handling mail

QUALIFICATIONS / REQUIREMENTS

- Strong computer skills
- Strong organizational skills
- Strong interpersonal skills
- Bachelor's degree

