**ASSISTANT JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: FIRST AND LAST COMPANY

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

**Phone**: 333-333-3333

**E-Mail**: FIRSTANDLAST@FIRSTANDLAST.COM

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: ASSISTANT

**Reports to**: GIDEON MARLEY

**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 and Last Company is seeking an administrative assistant with experience handling a range of tasks in a corporate setting.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Taking messages
 | * Preparing memos
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| * Scheduling appointments
 | * Maintaining systems
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| * Handling correspondence
 | * Organizing workplace
 |
| * Arranging meetings
 | * Light cleaning duties
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Strong interpersonal skills
* Excellent organizational skills
 | * Strong decision-making skills
* High school diploma
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