

# ASSISTANT JOB DESCRIPTION

## EMPLOYER INFORMATION

**Name:** FIRST AND LAST COMPANY

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

**Phone:** 333-333-3333

**E-Mail:** FIR STANDLAST@FIR STANDLAST.COM

## EMPLOYMENT ELIGIBILITY

**Job Title:** ASSISTANT

**Reports to:** GIDEON MARLEY

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

## RESPONSIBILITIES AND DUTIES

- Taking messages
- Scheduling appointments
- Handling correspondence
- Arranging meetings
- Preparing memos
- Maintaining systems
- Organizing workplace
- Light cleaning duties

## QUALIFICATIONS / REQUIREMENTS

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

