

This is a **full-time** position located in our home office in **Montgomery, AL**.

Duties of the **Administrative Assistant** include providing support to our managers and employees, assisting with daily office needs, and managing our company's general day-to-day office operations. The Administrative Assistant should help to ensure our office's efficient and smooth day-to-day operation.

Duties:

- Provide administrative support to the office staff, and general support to visitors.
- Act as the point of contact for internal and external clients.
- Perform clerical tasks such as answering and directing phone calls, scheduling appointments, and maintaining contact lists.
- Plan meetings and take detailed minutes.
- Write and distribute emails, correspondence memos, letters, faxes, and forms.
- Develop and maintain a filing system.
- Assist in the preparation of regularly scheduled reports.
- Update and maintain office policies and procedures.
- Maintain office supply inventory. Place orders when necessary and research new deals and suppliers.
- Submit and reconcile expense reports.

Requirements:

- Previous experience as an Administrative Assistant or Office Administrative Assistant is preferred.
- Knowledge of office management systems and procedures.
- Proficient in Microsoft Office (MS Excel and MS Word, in particular), and working knowledge of office technology.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent communication skills, both written and verbal.

- Strong organizational skills with the ability to multi-task and prioritize tasks effectively.

Competitive compensation based on experience.

Apply now to join our team as an Administrative Assistant!

Job Type: Full-time

Pay: \$40,000.00 - \$45,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Vision insurance
- Paid time off

Schedule:

- Monday to Friday

Work Location: In person

Send resumes to jon@bearbrothers.com