



TRANSCENDING YOUR LANGUAGE BARRIERS

Administrative Assistant

Mile High Multilingual Services, is seeking an Administrative Assistant to manage the office, supervise staff and handle duties for upper management. We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position.

The ideal candidate for this job is resourceful, a good problem solver and organized. Assuring a steady completion of workload in a timely manner is key to success in this position.

Some responsibilities

- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing system
- Assist in training staff members and new hires
- Perform data entry and scan documents
- Manage calendar for Managing team
- Assist in resolving any administrative problems
- Run company's errands to post office and office supply store
- Answer calls from customers, vendors and independent contractors regarding their inquiries
- prepare and modify documents including correspondence, reports, drafts, memos and emails
- schedule and coordinate meetings, appointments and travel arrangements for Managers
- maintain office supplies for department

Qualification:

- Bachelor degree required
- 2+ years of hands on administrative support experience
- Proficiency in MS Word, MS Excel and MS Outlook a must
- Knowledge of operating standard office equipment
- Excellent communication skills – **written and verbal**
- Ability to prioritize projects and strong problem solving skills
- Good research skills and attention to detail

- ✓ *Diverse atmosphere*
- ✓ *Great environment*
- ✓ *Benefits*
- ✓ *Paid vacation/time-off*

You can submit your resume to careers@mhmultilingualservices.com