



Position: Administrative Assistant

Reporting to: Chief Operating Officer

Job Description

The successful candidate will assist in daily office needs, manage the company's general administrative activities and provide support to our managers and employees.

Responsibilities

- Provide administrative support to ensure the efficient operation of the organization.
- Support managers and employees through a variety of tasks related to the organization.
- Serve as the primary support person to the executive team.

Duties

- Answer and direct phone calls
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Maintain contact lists
- Assist in the preparation of regularly scheduled reports
- Order office supplies
- Organize travel arrangements for senior managers
- Organize and schedule meetings and appointments
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in preparing for meetings with presentation packages
- Generate reports & coordinate office procedures
- Reply to email, telephone or face to face inquiries
- Greet and assist visitors to the office
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Coordinate and prioritize the executive's daily appointments and business obligations
- Support teams with product launches and marketing campaigns

Additional requirements

- Ability to handle confidential and time-sensitive materials appropriately
- Possess strong communication skills
- Ensure that duties are completed accurately and delivered with high quality and in a timely manner

Interested applicants please forward their resume with a cover letter to resumes@harvestportfolios.com.