

Administrative Assistant

Small-staff association management company located in the South Hills of Pittsburgh has an immediate opening for an experienced part-time or full-time **Administrative Assistant**. This position requires a comprehensive knowledge of MS Office Products (Outlook, Word, and Excel), excellent typing skills, with a solid command of writing, and proofreading skills. As much as 90% of the workday will be spent performing computer-related work and will be a **hybrid work experience**. **This position does not offer health benefits.**

Responsibilities:

- Serve as administrative assistant to the company President and team members.
- Perform regular day-to-day administrative tasks (answer phones, read and respond to email, facilitate the office's conference call calendar, type letters, research information, and general administrative office duties.)
- Develop various types of correspondence and reports using MS Office Products (Outlook, Word, and Excel)
- Maintain call calendars, schedule meetings, and conference calls.
- Read, review, and prioritize emails
- Open mail, track invoices, manage storage room, supplies, and office inventory
- Listen and transcribe meeting minutes for association clients' meetings

Qualified Candidates Must Possess:

- Proficiency in Microsoft Office products, especially working with spreadsheets, databases, and word processing applications
- Well-developed interpersonal skills and the ability to establish effective relationships with diverse personalities
- Ability to prioritize, manage multiple tasks, and meet required deadlines
- High degree of self-motivation and proactiveness

Position Requirements:

- Excellent knowledge of MS Office Products, office experience, and personal motivation are more highly weighted than a formal education
- Anticipated to be a full-time position but will consider an excellent candidate seeking a part-time or flexible work hours; minimum 20 hours per week.
- Ability to maintain confidentiality of sensitive data and issues
- Must be able to sit at a desk and work on the computer a majority of the work day

Other Requirements:

- Must be able to lift up to 25lbs
- Must be able to focus on computer work for the majority of the day
- Knowledge of graphic design software (Adobe CS products) is a plus
- Strong proof-reading and writing skills a plus

This is a non-exempt position. **Salary Range \$30,000-\$34,000**. Candidates should be aware that **no health benefits are offered by our company**. **Send resumes to Beth@Kassalen.org**.