**Administrative Assistant**

**Location:**

Throughout the five boroughs

**Major Functions:**

Answer phones and greet visitors

Schedule appointments and maintain calendars

Schedule and coordinate staff and other meetings

Collate and distribute mail

Prepare communications, such as memos, emails, invoices, reports and other correspondence

Data Entry

Write and edit documents from letters to reports and instructional documents

Create and maintain filing systems, both electronic and physical

Must meet project deadlines

**Description:**

* The Administrative Assistant is responsible for providing Administrative services to the Administrator as well as Upper Management. Within this position The Administrative Assistant serves as first point of contact to Upper Management and must maintain strong effective communication with but not limited to: Upper management, cleaning staff, internal/external staff and various vendors/organizations.

**Skills and Ability**

* Advanced Computer Skill (Proficient in Microsoft Office)
* Ability to type at least 60 words per min
* Able to life at least 25 pounds
* At a minimum, must be physically fit and able to travel by public or private transportation.

**Minimum Qualification:**

* High School Diploma (Associated degree preferred)
* 2 years Administrative experience
* Ability to multitask in a face pace work environment
* Punctual, reliable and trustworthy.
* Able to manage time effectively.
* Ability to work both alone and in a team.
* Awareness of health and safety procedures
* Must be willing to participate in a background check as required by Tulson Enterprise Corporation (TEC).
* Must abide by TEC employment policies and procedures, including proper identification and proper work attire during work hours
* Must have required I-9 documentation valid for work.

If you are interested in this position, please forward cover letter and resume to jobs@tulsonent.com