

Office Assistant

Company Description

Multi-faceted, Black-owned and woman-owned fast-growing small business enterprise, consisting of several subsidiaries that operate from its Oakland City/Atlanta headquarters. The company is involved in (but is not limited to) acquiring, renovating, and managing various types of real estate properties; renting both indoor and outdoor residential and event spaces; the operation of an on-site retail space; running a Bed and Breakfast; and showcasing various community and social events, including those designed for charitable donation and the distribution of goods and services to the needy.

Job Overview

The Office Assistant will perform a variety of office, clerical, and administrative tasks that support the daily operation of the business collective-including assisting the Operations Manager and CEO with a variety of tasks and assignments. Responsibilities include answering phones and directing calls; greeting and directing visitors; answering questions, and performing routine clerical, data entry, and/or word processing work as assigned. The Office Assistant will report directly to the Operations Manager.

Responsibilities

- Perform specialized services of a routine clerical/administrative nature in accordance with established guidelines; perform a variety of assignments related to the position
- Answer phones, route calls, take messages, provide general information; greet and direct visitor; answer routine inquiries; maintain log of inquiries as required
- Open and route incoming mail; distribute correspondence and other materials to various staff
- Draft correspondence, print letters, labels, reports, and/or other materials; type and mail/email form letters; enter data; copy and/or duplicate materials as requested
- Establish, maintain, process, and/or update files, records, and other documents
- Schedule or assist in scheduling appointments, meetings, conferences, event space tours
- Maintain an inventory of office supplies; order, stock, and distribute supplies as needed
- Run routine errands, as required
- Other related duties, as assigned

Qualifications

- High School Diploma, minimum
- 3+ years of Office Assistant experience, or similar role
- Excellent written and verbal communication, social, and active listening skills
- People-friendly, customer satisfaction-focused
- Outgoing, professional, articulate, adaptable
- Knowledge of Excel, Word, PowerPoint, QuickBooks

Compensation and benefits

- Hourly rate: \$17.00
- Start Date: January, 2024
- Inner-city travel required (within Atlanta area)
- Some weekend, night hours required
- In-person office work schedule