

**ADMINISTRATIVE ASSISTANT**

Performa has an opening for an amazing administrative assistant. This person has the important role of being the welcoming voice and face of the company as clients and visitors enter the office. Aside from a welcoming and genuine presence, the administrative assistant role is integral to keeping the office running smoothly and efficient. The administrative assistant helps organize and coordinate in-house workshops, client meetings, and employee events. This position supports all aspects of the business.

**Reports to:**

Director of Organizational Development

**Primary Job Duties:**

- General Office Reception
  - Answering incoming phone calls and welcome our clients and guests
  - Open and close the office each day
- Process Daily Mail and Shipments
  - Prepare outgoing mail and packages
  - Retrieve and distribute mail from Post Office daily
- Assist with On Boarding new employees
  - Prepare their desk space
  - Organize Welcome breakfast
- Supplies Maintenance
  - Manage office supplies inventory to maintain operating efficiency
  - Manage food and beverage inventory and vendor ordering
- Manage All Travel
  - Air, hotel, rental car
- Document Preparation, Assembly and Delivery
  - Scanning and reproduction of drawings
  - Assemble and bind documents
- Assist with Shop Drawing and Submittal Processing
  - Log and process project submittals for identified projects
- Schedule Meetings
  - Schedule and manage lunch & learns with outside vendors
  - Set up conference rooms for meetings as requested
  - Manage conference rooms and their calendars
- Track Continuing Education
  - Order monographs and set up on-line quizzes
- Other Administrative Duties and Projects as Required

**Requirements:**

- Previous experience or college course work preferred
- Exceptional customer service skills, both over the phone and in person are a must
- Must be organized with strong multi-tasking and time management skills
- Ability to communicate with tact and diplomacy, both orally and in writing, using proper spelling, grammar and punctuation
- Detail oriented with ability to prioritize and manage workflow while working independently
- PC proficiency in MS Office, including Outlook, Word, Excel and PowerPoint
- Strong problem solving skills
- Must have a valid driver's license and a vehicle
- Must be able to lift up to 25 lbs.

**How to Apply:**

Interested parties can send their resume and persona introduction to [theresas@performainc.com](mailto:theresas@performainc.com).