



Fayetteville

Administrative Assistant

- \$12.00 - \$15.00 an hour
- Flexible Schedule
- Part-time/20-28 hours a week

Full job description:

Job Overview

We are seeking a dynamic and highly organized Administrative Assistant to join our team! This energetic role is vital in ensuring the smooth operation of our office environment, providing exceptional support to staff and visitors alike. The ideal candidate will bring a proactive attitude, excellent communication skills, and a passion for maintaining efficient office workflows. If you thrive in a fast-paced setting and enjoy multitasking, this is your opportunity to contribute to a vibrant, professional atmosphere where your skills will truly shine.

Duties:

- Serve as the first point of contact at the front desk, greeting visitors and managing multi-line phone systems with professionalism and warmth.
- Handle all incoming calls with proper phone etiquette, directing inquiries to appropriate departments or personnel promptly.
- Manage calendar scheduling and coordinate appointments, meetings, and conference room bookings using tools like Google Workspace and Microsoft Office.
- Perform data entry tasks accurately using computer literacy skills, including maintaining records through filing systems, digital databases, and document proofreading.
- Support office management activities such as organizing supplies, managing inventory, and overseeing general administrative functions.
- Assist with bookkeeping responsibilities using QuickBooks or similar accounting software to track expenses and process invoices.
- Provide customer service support by addressing inquiries via phone or email, ensuring positive interactions and timely responses.
- Conduct clerical tasks including photocopying, scanning, mailing, and preparing reports or presentations as needed.

- Maintain a clean and organized front desk area while demonstrating excellent office etiquette and professionalism.
- Support personal assistant duties such as calendar management for executives or team members when required.
- Assist with specialized roles like medical or dental receptionist tasks by managing patient records, appointment scheduling, and insurance documentation if applicable.

Qualifications:

- Proven experience in an office environment with strong clerical skills and familiarity with office management procedures.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace applications for document creation, editing, and collaboration.
- Experience with QuickBooks or similar bookkeeping software is highly desirable.
- Excellent organizational skills with the ability to prioritize tasks efficiently while managing multiple responsibilities simultaneously.
- Strong typing skills coupled with attention to detail for proofreading documents and data entry accuracy.
- Exceptional customer service skills paired with professional phone etiquette; experience handling multi-line phone systems is preferred.
- Bilingual abilities are a plus to effectively communicate with diverse clients or team members.
- Knowledge of office equipment such as printers, scanners, fax machines, and basic troubleshooting is advantageous.
- Personal assistant experience or medical/dental receptionist background is beneficial but not mandatory.
- Demonstrated time management skills to meet deadlines consistently in a fast-paced environment. Join us as an Administrative Assistant where your organizational talents will keep our operations running seamlessly! We value energetic individuals eager to contribute their skills in a supportive setting that promotes growth and excellence every day.

To Apply:

<https://www.bkhomecare.info/jobs>