

Part time Administrative Assistant

Classification: Part-Time

Compensation: \$10.00 to \$12.00 per hour

We are an Electrical Contracting Company needing a part time administrative assistant to assist our staff. Duties also include fielding telephone calls, filing, data entry and assisting with overflow work from other administrative assistants.

Hours: Monday, Wednesday, and Friday; 8:00am to 4:30pm

All applicants applying for U.S. job openings must be authorized to work in the United States.

Requirements:

- College Degree preferred but minimum of High school diploma
- Minimum 3 years related work experience
- Requires a high level of confidentiality
- Professional demeanor
- Organized, detail-oriented, competent follow through skills.
- Excellent computer skills - MS Word, Excel, Access, heavy PowerPoint, Outlook, Proofreading and Internet
- Excellent communication skills - spelling and grammar
- Development of presentations and related materials
- Development of Excel spreadsheets, working knowledge of basic math calculations and computations
- Superior organization skills - ability to come up with processes and follow up
- Ability to exercise good judgment/decision making when necessary
- Ability to work independently
- Ability to anticipate problems and act accordingly
- Ability to prioritize and multi-task - great time management.
- Ability to take initiative - assertive and confident.

Qualified candidates should e-mail a current resume and professional reference list to: **jill.mcpherson@aeselec.com**