

Job opportunity for an
Entry Level Office Assistant

General Purpose

Entry level position that provides administrative, secretarial and clerical support for a small entrepreneurial High-Tech Communications company located in Westwood.

- **Must be a U.S. Person** (U.S. Permanent Resident or U.S. Citizen) due to clients under U.S. government contracts.

Main Job Tasks and Responsibilities:

- Answer phones and transfer to the appropriate staff member; Take and distribute accurate messages
- Greet public and clients and direct them to the correct staff member
- Collect credit card receipts and file accordingly
- Receive, sort and distribute incoming mail; Prepare outgoing mail for distribution
- Maintain office filing and storage systems (NDAs, Financial docs, employee records); fax, scan and copy documents
- Update and maintain databases such as mailing lists, contact lists and client information
- Retrieve information when requested
- Update and maintain internal staff emergency contacts, badges, dietary restrictions
- Co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards
- Type documents, reports and correspondence
- Organize travel arrangements for staff
- Co-ordinate and organize appointments and meetings
- Assist with event planning and implementation, including coordinating weekly office Lunches
- Monitor and maintain office and kitchen supplies
- Perform work related errands as requested such as going to the post office and bank
- Keep office area clean and tidy
- Other duties as assigned by manager

Education and Experience

- High School Diploma or equivalent, Bachelors Degree preferred
- Highly proficient in MS Office (Excel, Word, PowerPoint)
- Internet skills including use of e-mails, group messaging and data collection
- Numeracy and literacy skills

Silvus Technologies, Inc.

(310) 479-3333

www.silvustechologies.com

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Key Competencies

- ***Must be a U.S. Person*** (U.S. Permanent Resident or U.S. Citizen) due to clients under U.S. government contracts
- Organization and planning skills
- Work management and prioritizing skills
- Excellent verbal and written communication skills
- Demonstrate critical thinking, initiative and problem-solving ability
- Attention to detail, accuracy, flexibility, reliability, teamwork

Contact Information

Interested candidates should email their resumes to jobs@silvustechnologies.com

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