

JOB DESCRIPTION

Title: Administrative Assistant

Supervisor Title: Operations Manager

JOB SUMMARY

The Administrative Assistant works closely as a member of the operations team by providing professional and efficient support and service to Aspyre clients and employees. The Administrative Assistant also maintains the office facilities.

JOB RESPONSIBILITIES

- Responsible for answering the phone, greeting visitors, and preparing conference rooms for client meetings.
- Provide technical and administrative support for the day-to-day operations of our firm.
- Troubleshoot and resolve technical issues, ensuring the smooth operation of systems and process.
- Responsible for office facilities, furniture, and equipment, including purchasing and coordination with vendors.
- Manage Social Media Platforms, including LinkedIn, Google, and Facebook
- Manage lead generation relationships and find new 3rd party lead generation partners.
- Oversee campaign activities so that paid media efforts are successful, and that reports are accurate and complete.
- Manage listings on third party websites. Ensure links work, and we are represented accurately.
- Responsible for office housekeeping duties such as opening and closing the office, preparing coffee, re-stocking the refrigerator, and cleaning the kitchen and other communal areas.



JOB REQUIREMENTS

Education: High School diploma required. Bachelor's degree in business preferred.

Experience: Minimum of two years of work experience in an administrative role preferred.

Other: Excellent technical skills (administrative technology, MS Office, etc.), and excellent communication skills and client presence required. Ability to manage multiple tasks and prioritize daily activities.