

## Administrative Assistant

### Job Summary:

As an Administrative Assistant, you are responsible for providing support to SSI staff with administrative services such as routine reports, analysis and maintaining files and records. The position will support the coordination of a broad spectrum of tasks relating to internal and external hiring initiatives in addition to ensuring a seamless, candidate-friendly hiring process for the recruiting team. Qualified candidates must have precise, detailed-oriented organizational skills, as well as excellent communication and writing abilities. Candidates must have the ability to manage multiple projects in a high-volume environment, and experience in an office environment handling heavy scheduling and phones.

### Responsibilities:

- Answer telephone and transfer calls to their requested destination.
- Resume and company information management.
- Data Entry.
- Numbers tracking.
- Assist with calendar maintenance.
- Obtain, assemble, analyze and maintain data and records for use by SSI.
- Maintain and upload documents, as requested.
- Typing /editing/tracking of various correspondence/documents/procedures.
- Participate in staff meetings.
- Assist with maintaining training documents and keeping them up to date.
- Scheduling, coordinating and managing logistics for interviews and meetings.
- Communicating professionally with all clients, candidates and staff.
- Liaising with internal staff at all levels including external clients and partners.

### Skills you will acquire:

- Communication skills with both candidates and clients via phone, email and video meetings.
- Research skills, utilizing different websites to find information needed.
- Database management.
- Social media and video making for marketing purposes.
- Professionalism.