



The Voice of Your Customer

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Administrative Assistant

Reports To: Supervisor/Manager

Revision Date: December 2007

SUMMARY

Provide administrative support to a department and/or Manager. Duties include general clerical, receptionist and project based work. Project a professional company image through in-person, electronic and telephone interaction.

PRIMARY RESPONSIBILITIES

1. Create/modify documents and databases using Microsoft Office
2. Prepare handwritten communication to clients and/or project participants
3. Coordinate domestic and international travel arrangements for project teams and/or subcontractors
4. Coordinate workshops, trainings, interview sessions, focus groups and conferences to include facilities, catering, required documents and other amenities
5. Research, price, and purchase office furniture and supplies
6. Research contact information for potential clients, project teams and project participants
7. Participate in tradeshow, meetings and company events as required

KNOWLEDGE, SKILL AND EXPERIENCE REQUIREMENTS

1. High school diploma or equivalent. Additional training, education and/or certifications preferred.
2. Experience in creating forms, databases, project reports, brochures, flyers and presentations with graphics and animation using Microsoft Office
3. Experience in coordinating business meetings, corporate events and travel arrangement
4. Outstanding penmanship with desired experience in calligraphy or other art forms

WORKING CONDITIONS

Working conditions are normal for an office environment with a great deal of flexibility to telecommute.

To apply, please submit a letter of interest and a resume to info@thevoiceofyourcustomer.com.

In compliance with our Affirmative Action Program, we always make a good faith effort to recruit a diverse project team and provide equal opportunity for minorities, women and disabled persons. We also comply with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines regarding Equal Opportunity Employment.



Do you offer *EXCEPTIONAL* customer experiences...or simply good products and services?