



The Voice of Your Customer

2516 Park Avenue – Cincinnati, OH 45206 (513) 281-3228

info@thevoiceofyourcustomer.com – www.thevoiceofyourcustomer.com

Administrative Assistant

Reports To: Supervisor/Manager

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. Managing Inbound and Outbound Telephone Calls
2. Creating and revising Microsoft Word, Excel, Powerpoint and Publisher documents
3. Online research
4. Secret Shopping

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 arrangements.

WORKING CONDITIONS

Working conditions are normal for an office environment. Position requires 25-30 hours per week. Candidate must have reliable transportation. Submit a one page cover letter (with salary requirements and the contact information for two references) and a one page resume to info@thevoiceofyourcustomer.com. Visit www.thevoiceofyourcustomer.com for more information. No telephone calls, contractors or placement agencies please.

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?

Revision Date: January 2010