

Administrative Assistant

The Administrative Assistant is responsible for multiple administrative duties as outlined below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist COO with day-to-day clerical work as needed.
- Answer incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel.
- Retrieves messages from company voicemail and forwards to appropriate personnel.
- Answers questions about organization and provides callers with address, directions and other information.
- Welcomes on-site visitors, determines nature of business and announces visitors to appropriate personnel.
- Responsible for visitor sign-in books and issuance of visitor badges.
- Transcribe meeting minutes for customer conference calls
- Coordinate travel schedules, reservations and necessary accommodations in relation to business travel.
- Receives, sorts, and routes mail.
- Retrieves and routes incoming faxes.
- Orders, receives, and maintains coffee/office supplies.
- Communicates with outside vendors i.e. Vending Machine and Cleaning Service
- Coordinates scheduling of conference rooms, if needed.
- Maintains organization of copy and office supply rooms.
- Order and set-up of meals for guests and employee meetings.
- Other duties as assigned

EDUCATION and/or EXPERIENCE

- One to two years related experience and/or training; or equivalent combination of education and experience.

Contract to hire position.

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