



JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT

Position available: Immediate

Salary range: Commiserate with experience.

No benefits offered.

This position is contract, full time.

Job Summary: Provides administrative support to President.

Duties: Primary duties will include but are not limited to:

Assist with basic administrative functions of an office.

Enter data into and manipulate data in Excel spreadsheets.

Conduct market research and create detailed report of findings.

Filing.

Credit card account reconciliations.

Liaise with venues on phone to collect information.

Create, organize and maintain physical and network files.

Create and distribute marketing pieces.

Maintain sales database.

Complete business forms as needed.

Key Competencies: Candidates should possess the following skills:

Must possess above average skills in MS Office Suite.

Strong time management skills.

Excellent communication skills.

Ability to build productive business relationships.

Ability to manage multiple projects independently.

Excellent typing skills.

Attention to detail. Must proofread your work and spellcheck!

Dependable. Flexible. Reliable. Trustworthy. Team-oriented.

Honest, ethical, strong work ethic, desire to learn, nice and positive attitude.

MAC experience is a plus but not required. You will work on a MAC desktop computer when in the office.

Must like dogs, as there are two in the office.

Will be required to sign a confidentiality agreement.

A background check will be conducted prior to hiring.

There is no travel with this position.

Very flexible hours, as most work may be outside of office.

Office is one mile from SMU. May start as part time.

Please send all inquiries to Ms. Cori Dossett at cori@conferencesdesigned.com.

Absolutely NO phone calls.

Conferences Designed, LLC.

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