



<https://tobolainc.com/job/administrative-assistant-dover/>

Administrative Assistant

Description

We are looking for a hardworking and dedicated Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities.

Responsibilities

Essential Job Responsibilities

- Complete at least one directive per week
- Providing customer service
- Responsible for all aspects of administrative management, directory maintenance, logistics, equipment and storage
- Manages inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices
- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems
- Acts as Liaison between the sites, main office, and external clients e.g. DDDS, DHSS, etc
- Scheduling and coordinating meetings, interviews, events and other similar activities
- Manages in-coming and out-going mails and packages
- Preparing business correspondence, agendas, and presentations, typically using [Microsoft Office](#) (Word, Excel, PowerPoint, Access, Outlook)
- Sending faxes and emails
- Managing documents and files
- Performing multifaceted general office support and assisting in various daily operations
- Managing mailing or distribution lists as needed
- Greeting guests and visitors

- Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly
- Assist in training staff members and new hires
- Implement and monitor projects as directed by management and see the projects through to completion.
- Generate memos, emails and reports when appropriate
- Operates and assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines
- Maintain office supplies by checking inventory and order items
- Respond to questions and requests for information
- Answer incoming calls, checks office main voicemail. Directs calls and messages to appropriate parties.
- Responds to emergencies situations as needed;
- Performs related duties as assigned

Additional Job Responsibilities

Hiring organization

Tobola Health Care Services Inc.

Employment Type

Full-time

Industry

Health and Human services

Job Location

Dover, DE

Working Hours

8:30A – 5PM

Date posted

March 4, 2021

- Ready and willing to step in to a other clerical and office support responsibility as needed.
- Ability to oversee the operations of assigned personnel;
- Ability to follow all personnel policies and rules of the organization;
- Ability to maintain confidentiality;
- Must be able to lift 50 lbs
- Must be able to stand, bend, reach high for items at different times during tour of work
- Possession of a valid driver's license and a demonstrated safe driving record.
- Well-organized, Courteous, and Reliable
- Strong work ethic, Productivity, and Professionalism
- Problem-solving and critical thinking skills
- Good technical, interpersonal and communication skills
- Customer focus, Discretion, and Multitasking ability
- Teamwork and collaboration skills
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Qualifications

- Associate degree in Business Administration (Preferred)
- 3 years working in customer services, preferably health / human services areas
- High school diploma with 3-5 years progressive experience in Administrative / Customer services

Job Benefits

Company paid Medical benefits

Dental

Vision

Paid Time Off

Paid Holidays

Contacts

Humanresources@tobolainc.com