



**Position:**

Front Office - Administrative Assistant

**Description:**

The front office administrative assistant is the most visible function in the office and is responsible for handling all the front desk duties cheerfully, competently and professionally. In this position, you will support our technical and marketing staff by performing a wide variety of office duties. The Administrative Assistant creates a warm and welcoming environment for our clients and colleagues. You must have excellent interpersonal skills, strong organizational skills, a positive can-do attitude, and the ability to manage many detailed projects at one time. You must possess excellent written and verbal communication skills. An advanced skill level in MS Office Suite, including Word, Excel, PowerPoint and Outlook is required as it relates to inputting, formatting, and editing text, and data. Previous experience in a busy, professional office environment is preferred.

**Typical Hour/Time Commitment:**

40 hrs/wk Monday – Friday (8:00 am – 5:00 pm)

**Education/Experience requirements:**

High school diploma required, Associate degree preferred

Administrative experience of at least of 2+ yr is required

**To Apply**

Qualified candidates should e-mail a letter of interest and résumé (including 3 references with current contact information) to Susan Nelson ([snelson@eorinc.com](mailto:snelson@eorinc.com)). Please visit our website at [www.eorinc.com](http://www.eorinc.com) for further information on our company, services, and projects.

**Closing Date:**

August 31, 2018