

Job Title: Administrative Assistant

Location: Friendship Circle, Fox Point, WI

Shift: TBD – Flexible 15 - 20 hours a week

Pay: \$12 an hour

Job Summary:

As an administrative assistant at the Friendship Circle, you are aiding in the operational admin duties. With all the important tasks we do, the most important task of all is to make Friendship Circle a place where everyone feels comfortable, accepted and “at home”. You will be a front face for the Friendship Circle office. For this reason, it is imperative for ALL employees to have a pleasant demeanor, smile at clients and leave personal conflicts or challenges at the door. People can FEEL positive energy and it can transform someone’s experience completely.

Key Responsibilities:

While at work, administrative assistants are expected to provide exceptional customer service, whether they are making a call, responding to e-mails, cleaning up, or chatting with customers.

Responsibilities include but are not limited to:

- Maintain and establishing a clean office workspace
- Answering and responding to e-mails
- Answering phones and taking messages
- Greeting all office visitors
- Making sure all office supplies are stocked
- Scanning in documents, receipts etc. and labeling them properly in BOX
- Organizing office files
- Scheduling meetings for admin staff and placing them on their calendar
- Prep any outgoing mail
- Light office cleaning such as vacuuming, keeping up with trash and cleaning glass window (will be a shared office duty)
- Maintain a well-groomed professional appearance
- Attend all team meetings and participate as an engaged team member.
- Have a license and a working car
- Complete all other duties as assigned.

We offer some great perks! All employees receive:

- A free drink during their shift
- 50% off of meals while working
- 10% off café/bakery items

Required Qualifications:

We are looking for people who have the ability to:

- Work in an office environment
- Work as a team
- Maintain a positive demeanor, especially during busy times
- Have a “can do” approach to problem solving.
- Multi-task: answer phone calls, respond to emails and pleasantly talk with customers

The Friendship Circle will only employ those who are legally authorized to work in the United States for this opening. Any offer of employment is conditioned upon the successful completion of a background check.

Preferred Qualifications:

- Prior office experience
- Prior customer service-related job
- Knowledgeable with Microsoft programs and general computer programs