

Creative Services Agency seeks Virtual Administrative Assistant (intern)

Administrative Assistant responsibilities include making meeting arrangements, preparing presentations and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools like MS Excel, PowerPoint, Google Suite, email marketing systems, and social media platforms. Ultimately, a successful administrative assistant should ensure the efficient and smooth day-to-day operation of our virtual office.

Responsibilities:

Organize and schedule appointments; plan meetings and take detailed minutes; write, distribute and respond to emails; assist in the preparation of presentations; develop and maintain filing systems; develop, update and maintain operational policies and procedures; update and maintain contact lists; develop marketing and social media strategy as well as update social media accounts.

Requirements:

Knowledge of office management systems and procedures, proficiency in MS Office (MS Excel and MS PowerPoint, in particular), excellent time management skills and the ability to prioritize work, attention to detail and problem solving skills, excellent written and verbal communication skills, strong organizational skills with the ability to multi-task, high school diploma, experience as an administrative assistant, virtual assistant or office administrative assistant or secretary will be a plus.

Contact

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About us:

Rhonda Crowder and Associates is a creative services agency specializing in literary and branded content development, marketing automation, media relations and fundraising. We are a 9-year-old, two-man agency located in Cleveland, Ohio.

Learn more at www.rhondacrowderllc.com