



Job Summary

We are seeking a highly organized and detail-oriented Assistant to support our team with administrative and clerical tasks. The ideal candidate will possess excellent office management skills, strong computer literacy, and exceptional customer service abilities. This role offers an opportunity to work in a dynamic environment where multitasking and effective communication are essential. The Assistant will play a vital role in ensuring smooth daily operations and providing support across various departments.

Responsibilities

- Manage front desk operations, including greeting visitors and handling inquiries
- Answer and direct calls using multi-line phone systems with professionalism and courtesy
- Perform data entry, filing, and maintain accurate records using Microsoft Office, QuickBooks, and other office software
- Assist with calendar management, scheduling appointments, and coordinating meetings
- Provide customer support via phone, email, or in person, ensuring excellent service standards
- Support bookkeeping tasks such as invoicing and basic financial record keeping using QuickBooks
- Proofread documents for accuracy and clarity before distribution
- Handle administrative duties including typing correspondence, organizing files, and managing office supplies
- Maintain a professional appearance of the office environment and ensure organizational efficiency
- Support special projects or tasks as assigned by management

Skills

- Proficiency in Microsoft Office Suite (Word, Excel, Teams) and Google Workspace applications
- Strong computer skills with the ability to learn new software quickly
- Excellent organizational skills with attention to detail and accuracy
- Effective time management to prioritize tasks efficiently
- Exceptional phone etiquette and customer service skills
- Previous office management or clerical experience preferred
- Familiarity with multi-line phone systems and front desk operations
- Experience with bookkeeping software such as QuickBooks is desirable
- Strong proofreading abilities for professional correspondence and documents
- Ability to handle confidential information discreetly and professionally

This position is ideal for individuals who thrive in fast-paced environments, possess excellent organizational skills, and are committed to providing outstanding administrative support. Candidate will need to be a Veteran or Spouse/Dependent of a Veteran who is eligible to become a member of the American Legion. To apply please email your resume to: arlegion@arlegion.org

You can also call for more details

(501)375-1104/1105