



## **Administrative Assistant**

### **Objective**

To provide a variety of administrative and clerical support services to the Vocational and Field Based Case Management department.

### **Essential Duties and Responsibilities**

- Answers and directs incoming calls to appropriate personal.
- Assist with creating and modifying documents, scanning, faxing and coordinate meetings
- Completes database entry assignments and proofread to ensure accuracy.
- Prepare outgoing mail, correspondence, including email and faxes
- Maintains accuracy in work as well as meets deadlines and timeframes

### **Additional Responsibilities**

- Assists in various administrative projects on an as needed basis for other departments.
- Provide support to the Department and or Manager.

### **Qualifications**

1-2 or more years of equivalent work history in administrative role.

Must have strong customer service skills and ability to work effectively in a fast paced environment with shifting priorities.

The administrative Assistant must be proficient in Microsoft Office, including Word, Excel, Power point and Outlook.

### **Work Environment**

Work performed in an office environment

Job performed while sitting

**To apply for this position, submit your resume to [hr@procura-inc.com](mailto:hr@procura-inc.com)**

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