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Secretary 2

Description

We are looking for a Secretary 2 for a client. The candidate will provide essential administrative support to ensure smooth office operations. The candidate must have proficiency in various office software and equipment, as well as a strong attention to detail.

Hiring organization

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Job Location

Cincinnati/Columbus, Ohio, United States

Date posted

September 12, 2024

Responsibilities

- Perform a variety of record-keeping, reporting, and informational duties in support of office programs.
- Compile, maintain, and update data, lists, and reports.
- Check and verify data by direct comparison with source documents and address discrepancies.
- Gather, acquire, and develop resource materials and other information to support Property Management inspection programs.
- Maintain bulletin boards by hanging or creating fliers/signs.
- Select and file deleted material for future reference.
- Record, sort, assemble, and file information on specific projects, facilities, contracts, financial documentation, and current studies.
- Monitor office supply inventory and order supplies as needed.
- Prepare purchase requests/documents and route to the Property Manager for approval.
- Account for supplies upon delivery and notify the appropriate official.
- Receive/retrieve daily incoming mail, distribute efficiently, and manage outgoing mail.
- Maintain reception area, greet, and direct visitors to appropriate staff.
- Receive calls from tenants and the general public, addressing requests for information or services.
- Use computer software to produce, store, and retrieve documents, including spreadsheets and databases.
- Operate routine office equipment such as scanners, copy machines, and fax machines.

Qualifications

- High School Diploma or equivalent.
- At least 1-3 years of administrative or secretarial experience.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and Google Workspace (Docs, Sheets, Mail).
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive information with discretion.