

## Administrative Assistant Opening

EZ-IT is a small business that provides IT services in the greater Glenwood Springs area. For the past 10 years, we have provided high-quality computer and IT services to a range of businesses, governments, and nonprofit organizations, with the goal of making IT easy. We are currently soliciting applications for an energetic, highly motivated, self-directed, and reliable person with administrative assistant experience. This is a part-time, 24 hour per week position. Key responsibilities include:

- Maintaining a high quality, customer service oriented office environment
- Answering and direct phone calls; answer questions and requests
- Greeting and assisting visitors to the office
- Developing and updating administrative systems to make them more efficient
- Maintaining contact lists
- Preparing regular reports
- Researching and creating presentations
- Handling multiple projects
- Carrying out administrative duties: filing, typing, copying, binding, scanning
- Writing letters and emails
- Handling sensitive information in a confidential manner
- Taking accurate minutes of meetings
- Coordinating office procedures
- Contributing to team effort by accomplishing related results as needed
- Other duties as assigned

### **Requirements:**

- Proven admin or assistant experience; at least 3 years of experience in the field
- Knowledge of office systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills; proficient in MS Office
- Strong organizational and planning skills
- High school diploma or equivalent; college degree preferred

This is a part-time position for 24 hours per week. We anticipate that this person will work full days on Mondays, Tuesdays, and Wednesdays. The salary for this position ranges from \$12-15 per hour, with room for growth based on performance. To apply, please submit **a cover letter** detailing your experience managing an office and background in office administration, along with **resume and references to [jobs@ez-it.biz](mailto:jobs@ez-it.biz)**.