



<https://watchcomm.net/job/administrative-assistant-ii/>

## Administrative Assistant II

### Description

Support company operations by providing general office management and administrative support to senior management.

### Responsibilities

- Support executive team with travel arrangements, expense reports, and general clerical projects and duties
- Support daily functions of NKY office – order supplies, work with building management on necessary items, greet visitors, etc.
- Assist with company event planning and meeting preparation
- Maintain electronic filing system
- Draft letters, electronic correspondence, and other business documents
- Prepare presentations
- Special projects as assigned

### Qualifications

- Self-motivated with the ability to work independently and as a team
- High attention to detail and strong organizational skills
- Excellent communication skills
- Proactive mentality with the ability to plan for the unexpected effectively
- Ability to coordinate multiple projects and tasks simultaneously
- Highly confidential and professional

### Experience

- 3-5 years administrative experience
- Strong technology skills with extensive experience using Microsoft Office suite and Teams
- Strong written and verbal communication skills
- Impeccable follow through and follow up
- High School Diploma

### WORK ENVIRONMENT

- Office environment

### PHYSICAL DEMANDS

- This position operates in an office setting, routinely using standard office equipment such as computers, phones, etc.
- Sitting for long periods of time
- Typing
- Travel to meetings
- Bending, lifting, stooping
- Ability to lift up to 15lbs

### Hiring organization

Watch Communications

### Employment Type

Full-time

### Job Location

Ft Mitchell, Kentucky

### Date posted

August 26, 2024

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