

Administrative Assistant

United Human Resources – Minneapolis-St Paul, MN



What we're looking for:

Our client is seeking an organized, independent, and self-motivated individual with an aptitude for multi-tasking and attention-to-detail to join a professional and friendly work environment. This position handles a variety of responsibilities including but not limited to: scheduling, regular email communications, and other clerical duties.

If you have:

- Strong organizational skills and attention to detail
- Excellent written and verbal communication
- Ability to multi-task in variable environment
- Welcoming and friendly personality
- Basic Microsoft Word, Office, and Excel skills required; intermediate skills preferred
- Ability to problem solve and trouble shoot
- Team player with the ability and willingness to effectively collaborate
- Flexibility to work with different styles and personalities

We want you to:

- Answer phones and direct calls
- Perform general clerical duties, including: Copying, Faxing, Mail distribution, Filing, etc.
- Assist with some accounting/invoicing/billing, and inventory management
- Other clerical duties, including, but not limited to:
- Maintenance of Office Equipment; ordering supplies as needed
- Act as building liaison for maintenance requests
- Perform additional projects, as assigned

Who we are:

United Human Resources (UHR) is a recruiting agency that takes pride in hiring more than temporary solutions; we are looking to match you with your next career by establishing a relationship with you and our clients.

UHR never charges candidates anything for applying to or accepting a position that we offer.

**If you think you may be a good fit,
apply with United Human Resources today by filling out our online application!**