

**Administrative Assistant**

Caribou, ME - FT/Days - Permanent Opening

**Job Description:**

Immediate opening for an Administrative Assistant in Caribou. This position offers an excellent daytime schedule and wide variety of benefits, including medical, dental and vision insurance, company-paid life insurance, PTO, short-term and long-term disability, as well as a retirement account. Full-Time/Days; 8:00 AM to 4:30 PM, Mon-Fri; \$16.00 - \$18.00/hr.

The Administrative Assistant will answer incoming calls, greet visitors, screen guests and staff for COVID-19, and manage a variety of clerical and data entry duties for the facility. Good communication and customer service skills a must. Applicants should have at least two years of previous administrative/clerical experience and working knowledge of standard office equipment and software, including Microsoft Excel and Outlook.

**Responsibilities:**

- Answer incoming phone calls and greet guests in a friendly and professional manner.
- Screen staff and visitors coming into the facility for COVID-19 symptoms.
- Copy and distribute documents and other written materials to appropriate parties as required.
- Receive and sort incoming mail deliveries. Process outgoing mail and packages for shipment.
- Assist staff with the scheduling of appointments, meetings, and other events.
- Accurately complete all required paperwork in a timely manner.
- Collect, review, and file documents in accordance with established procedures.
- Maintain an inventory of office supplies for distribution within the facility. Order new supplies as needed.

**Job Requirements:**

- High School Diploma or equivalent education required; degree or certification in Business Administration or related field preferred.
- 2 or more years of clerical and/or administrative experience.
- Strong computer literacy required; must have working knowledge of Microsoft Office, desktop computers and other standard office equipment.
- Background check required.
- Previous experience in customer service roles a plus.

**Schedule:** Full-Time/Days; 8:00 AM to 4:30 PM; Mon-Fri.

**Pay:** \$16.00 - \$18.00/hr. with benefits.

TEMPO Employment Services is an EEO/AA employer.