

## Job Description

<b>Job Title:</b> Administrative Assistant	<b>Date:</b> June 2022
<b>Department:</b> Administration	<b>Type of Position:</b> Full-Time
<b>Location:</b> Saint Paul, MN	<b>Travel Required:</b> Minimal
<b>Reports to:</b> Manager, Project Coordination	

The Administrative Assistant will provide a broad range of administrative support to multiple teams including Operations, Project Coordination, and Sales & Marketing.

- Perform administrative tasks such as answering phone / door, handling voicemail messages, routing inbound mail, coordinating office services (e.g., shipping/shredding services)
- Documentation and file management
- Manage consultant resources and corporate memberships
- Coordination of company meetings and events, as necessary
- Project coordination for ReimbursementCodes and CCIcheck.com
- Providing back up support to the Project Coordination team
- Update marketing dashboards with data from third-party providers (Google analytics, Lucky Orange, Constant Contact)
- Monitor chat from visitors to the company's website
- Update product sheet content using Adobe Pro
- Enter leads into Salesforce generated from company website
- Work with marketing to maintain/update contact lists
- Run reports and distribute (Salesforce, Vimeo On-Demand, Weekly Sales Reports)
- Webinar coordination
- Assist with association chapter events along with sales team
- Format PowerPoint decks and provide editing assistance, as required, from sales and/or project coordination team
- Post content updates to social media and website
- Special projects for consulting, sales, marketing, and operations executives

### Requirements:

- Excellent verbal and written communication skills
- Exceptional organizational skills and attention to detail
- Ability to work independently and with a team
- Attention to detail and effectively multi-task in a deadline-driven atmosphere
- Experience with Salesforce, Adobe Pro
- Proficiency with Microsoft Office

NOTE: The above statements are intended to describe the general nature and level of work being performed by people assigned to this description. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.