

Job Summary: Office Admin Personnel

This individual will be the first person our customers interact with upon entering our office or speaking over the internet. This person is a crucial part of our organization and needs to be welcoming, dependable and self-motivated.

Essential Duties and Responsibilities:

- Clear about what the mission and vision of PRUDE Inc. and staff duties
- Greets incoming customers, determines their needs and directs them to appropriate staff
- Assists with workshop and event preparation
- Enters new attendance information into computer system
- Data entry skills

Qualifications and Skills:

- Warm smile and can-do attitude
- Attention to detail
- Excellent phone etiquette with a pleasant, professional speaking voice
- Excellent verbal and written communication skills
- Knowledge of customer service practices and principles
- Motivated self-starter able to work under limited supervision
- Ability to multi-task in a sometimes high-stress, demanding environment
- Solid basic to intermediate Windows PC, Microsoft Excel and Word skills
- Knowledge of clerical and administrative procedures
- Ability to interact with employees and managers in a professional manner to resolve issues
- Administrative/Receptionist experience

Benefits Offered:

- A bigger professional network
- Leadership experience
- A more powerful personal brand