

JOB OPPORTUNITY

PROGRAM: ADMINISTRATIVE SECRETARIAL/OFFICE MANAGEMENT

Company: Interstates
Sioux Center, IA

ADMINISTRATIVE ASSISTANT: We are seeking an experienced Administrative Assistant to join our Engineering Team in our Sioux Center office. This position will be responsible for supporting our Engineering leadership team and operationalize strategic initiatives. The right individual will have excellent writing skills and the ability to manage busy schedules while multitasking in a fast-paced work environment.

Primary Duties:

Support the Operations Manager by reviewing calendars, projects, initiatives, and building relationships with other support professionals. Write formal and informal communication to internal and external clients, team members, vendors, and network contacts. Manage long-term operational projects and strategic initiatives. Solve issues and concerns for team members.

Qualifications:

- Two-year or Four-year degree in Business administration or administrative support.
- Four to eight years' experience supporting an organizational leader.
- Or equivalent combination of education and related experience/training

Must be proficient in: Microsoft Office Suite (Word, Excel, PowerPoint, etc.) Outlook (calendar and email functions)

Preferred Skills: Strong communication and writing skills preferred.

To apply, please visit: http://interstates.force.com/careers/VanaHCM_Job_Detail?Id=a2G50000002zsl