

**Company**

vCom Solutions

**Position**

Administrative Assistant

**Company Contact**
Cassandra Allen
Director, Talent Management
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**Job Type**

Full-Time

**Job Description**

As the Administrative Assistant for vCom you are the first impression for all vCom visitors. Your positive, friendly demeanor sets the tone for all who interact with you. You are versatile and flexible, adapting your sense of urgency to meet each day’s priorities. You remain calm under pressure. You see challenges as opportunities to problem solve and collaborate with others. Excellent customer service is your top priority, always seeking to exceed expectations. You bring your enthusiasm, passion, and sense of humor to work with you daily.

View the full job description here: <https://careers-vcomsolutions.icims.com/jobs/1160/administrative-assistant/job>

**Required Qualifications**
-Positive, can-do attitude and a willingness to go the extra mile
-Strong interpersonal skills with the ability to interact among all levels of the organization
-Excellent written and verbal communication skills
-Superior time management, prioritization, and multi-tasking skills
-Attention to detail and accuracy
-Resourceful, organized, and independent
-Self-motivated, with high learning aptitude, and initiative
-Ability to cope with stressful situations and maintain a calm and professional demeanor
-Strong PC skills including knowledge of MS Word, Excel, PowerPoint, Outlook, and general knowledge of database software applications
-A valid driver license and reliable transportation
-BA/BS Degree, or equivalent

It’s also helpful if you’ve got:
-1+ years of administrative or office experience
-Experience supporting individuals with strong personalities
-Knowledge of soft phone systems (ex. RingCentral); answering and transferring calls
-Knowledge with office equipment and maintenance: printers, fax, scanning, mail machine, shredder, projector equipment
-Passion for building a career in HR Operations

**Additional Information**

Please review the full job description and apply here: <https://careers-vcomsolutions.icims.com/jobs/1160/administrative-assistant/job>

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