

**Company**

vCom Solutions

**Position**

Administrative Assistant

**Company Contact**   
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**Job Type**

Full-Time, hourly. 8am-5pm

**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.

**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  
  
  
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

**Possible Career Paths**

- In this role, you’ll gain exposure to several other roles and departments within vCom. You’ll gain a variety of skills and experience. vCom strives to promote professional growth and development for our employees

- Potential for expansion to full-time in the future.

**The Selection Process**

- After submitting a resume, qualified candidates will be invited to complete two separate assessments

- Once the assessments are completed, candidates will participate in a pre-screening phone screen

- A select group of candidates will be interviewed (rounds of interviews may include the team and VP of HR

**About vCom**

vCom is a cloud-based software and managed services company focused on helping enterprises simplify and better manage every phase of the lifecycle of their IT spend. Our growth, innovation, and strong customer relationships are driven by our incredible employees. We are obsessed with delivering amazing experiences for our customers and team members. vCom has received the prestigious Best Places to Work award in the SF Bay Area for 15 years in a row and has been named one of Glassdoor's Best Places to Work (Employee's Choice, Small Business List).