

## **SEEKING ADMINISTRATIVE ASSISTANT - PART TIME, FLEXIBLE HOURS**

### **Role Description**

**This is a part-time on-site role for an Administrative Assistant located in Bloomington, IL. The Administrative Assistant will be responsible for performing clerical tasks such as filing, data entry, and maintaining records. The role will also involve managing phone communications, scheduling appointments, and assisting executive with administrative tasks. The candidate will ensure smooth office operations and provide support to other staff members as needed.**

### **Qualifications**

**Proficiency in Administrative Assistance and Clerical Skills**

**Strong Phone Etiquette and Communication skills**

**Experience in Executive Administrative Assistance**

**Excellent organizational and time-management abilities**

**Proficiency in Microsoft Office Suite (Word, Excel, Outlook)**

**High school diploma or equivalent**

**Previous administrative experience is a plus**

**Statements of Interest can be sent to: [nargis@guardianlawoffice.com](mailto:nargis@guardianlawoffice.com)**