

Administrative Assistant Newark, New Jersey

Job Description

Sabre88 is seeking a part-time administrative assistant to join our team in Newark, New Jersey.

Employment Summary

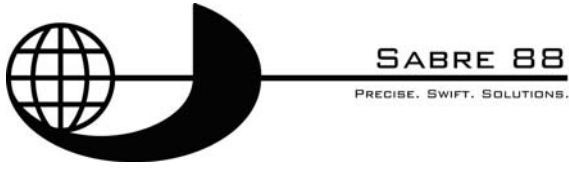
Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

Brief Description of Project:

Sabre88 has an opening for an administrative assistant who will perform the below duties

Major Duties

- Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Contributes to team effort by accomplishing related results as needed.
- Experience in completing routine clerical, word processing, and general office tasks such as record keeping, report preparation, filing, tracking, photocopying, postal (incoming and outgoing), and telephone tasks
- Proficiency with Microsoft Office Suite products
- Ability to operate photocopiers and other typical office equipment
- Ability to operate personal computer
- Ability to read, speak, and write fluently in English



- Deal gracefully with a diverse public and co-workers in person, in writing, and by phone
- Maintain poise and self control under stress and in emergencies
- Maintain records and complete reports
- Candidate shall also successfully complete all mandatory training as required

Qualifications Required:

•Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication

Please submit resume and cover letter and complete an application at www.sabre88.com