



**JOB DESCRIPTION:
ADMINISTRATIVE PROFESSIONAL (CHATTANOOGA, TN)**

We are looking for a responsible Administrative Professional to manage an office and perform a variety of administrative and clerical tasks. Duties of the Administrative Professional include providing support to our managers and employees, assisting in daily office needs, and managing our company's general administrative activities.

Responsibilities

- Answer and direct phone calls to appropriate persons or take detailed messages
- Organize and schedule appointments
- Plan and schedule meetings, presentations, and other office related events; send reminders regarding upcoming appointments
- Write and distribute email, correspondence memos, letters, faxes, and forms
- Support office staff and executives with general operational tasks; perform general accounting and bookkeeping duties
- Coordinate and manage all office functions
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Schedule travel arrangements
- Submit and reconcile expense reports
- Provide general support to clients, visitors, and staff
- Act as the point-of-contact for internal and external clients
- Coordinate with executive and senior administrative assistants to handle requests and queries from senior managers

Requirements

- Proven experience as an administrative assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, such as printers and fax machines
- Proficiency in MS Office (MS Word, MS Excel, and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School diploma and Associates Degree in Administrative Professional Technology or equivalent experience

This position is for the Chattanooga, Tenn. office.

Please submit a resume to mhutson@croyengineering.com for consideration.