



Administrative Assistant

SUMMARY & OBJECTIVE

Do you crave a great opportunity for advancement in a fast-paced and growing work environment? Are you inquisitive by nature and have a passion for learning? Does the prospect of utilizing computer technology and systems that are new to you pique your interest? Education Logistics is seeking several new team member to assist with an epic quest in our admin office. The faint of heart need not apply!

ESSENTIAL JOB FUNCTIONS

- Assist with or take ownership of administrative projects as they arise. Tasks may include helping to streamline the onboarding/off boarding process, company benefit reconciliations and/or assisting with sales tax filings.
- Help ensure the administrative department is generally organized and operating efficiently.
- Assist general staff with administrative duties as requested; including copying, scanning, printing, etc.
- Document the process of new procedures in detail and update existing documentation to reflect current methods.
- Problem solving – you will be asked to identify and resolve problems in a timely manner, and gather and analyze information skillfully.
- Maintain system records and compile customized reports from database as needed. Help enter data into system ensuring the accuracy of information.
- Effectively train fellow employees to follow the procedures and be able to use the computer system with a high degree of accuracy and efficiency.
- Troubleshoot basic technology issues as they occur within the system and provide support for fellow employees trying to utilize the system.

SKILLS AND QUALIFICATIONS

- Are a quick learner, capable of adapting to an ever-changing work environment?
- Possess a high degree of familiarity with general technology
- Are organized to a fault; you're awesome at keeping everything in its right place
- Are efficient with your time; you have the ability to prioritize and develop realistic action plans
- Are outgoing; you won't hesitate to pick up a phone or jump in on a training conference
- Have experience in handling and maintaining sensitive information with a high degree of confidentiality
- Are dependable; you respond to management direction and solicit feedback to improve performance



Education Logistics, Inc. | 3000 Palmer Street | Missoula, MT 59808 **Smarter Transportation.** | www.edulog.com

- Have a professional demeanor; your bearing inspires confidence in clients, vendors and coworkers
- Can produce professional and effective written and oral communication
- Have some experience with independent research
- Are inquisitive by nature and have a passion for learning
- Familiar with Word Processing, Spreadsheets, & Email Systems
- Are able to self-motivate to work independently and as part of a team

TO APPLY: Please visit our website at <https://www.edulog.com/employment/> to complete an application, and submit your cover letter and resume.