



Office Assistant

WHY WORK WITH EDULOG?

As an employee at EDULOG you will have the opportunity to gain invaluable experience in the software industry while helping improve the student transportation system through our leading-edge technology nationally and internationally. EDULOG is a great company to expand on your existing knowledge and provides you with opportunities to grow professionally and move interdepartmentally as your skills develop. EDULOG is a collaborative and creative atmosphere where employee ideas are encouraged and appreciated.

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 a new team member to assist with an epic quest in our admin office. The faint of heart need not apply! We are willing to train the right person!

ESSENTIAL JOB FUNCTIONS

JOB DUTIES AND RESPONSIBILITIES:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Book travel arrangements
- Submit and reconcile expense reports
- Provide information by answering questions and requests
- Generate reports
- Handle multiple projects
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the reception desk when required
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Answer telephone calls and pass them on
- Photocopy and print out documents on behalf of other colleagues

Smarter Transportation.

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

Education Logistics, Inc. is an equal opportunity employer.



SKILLS/QUALIFICATIONS:

- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Are a quick learner, capable of adapting to an ever-changing work environment
- Strong organizational and planning skills
- Proficient in MS Office
- Problem Solving
- Verbal Communication
- Attention to Detail
- Accuracy
- Multitask
- Teamwork
- Discretion and Judgment
- Patience

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

Smarter Transportation.

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

Education Logistics, Inc. is an equal opportunity employer.