



**EDULOG**

Education Logistics, Inc. | 3000 Palmer Street | Missoula, MT 59808 **Smarter Transportation.** | [www.edulog.com](http://www.edulog.com)

## **Office 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 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



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## **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:** Visit our website at <https://www.edulog.com/employment/> to complete an application, and submit your cover letter and resume.