

## **ADMINISTRATIVE 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**

The Administrative Assistant will perform a variety of both semi-routine and unique tasks and provides administrative support for the company. The Administrative Assistant will work independently within specific company functional operations, procedures, and guidelines. The position requires exercising some discretion, judgment and initiative in the organization of work and performance of duties. Must be able to lift and carry up to 40 lbs. Normal business hours are Monday through Friday, 8 am – 5pm with the flexibility to cover the 7am shift if someone else is out.

### **PRIMARY DUTIES & RESPONSIBILITIES**

- Process Invoices for approval and payment
- Coordinate reimbursable travel expenses
- Special projects or assignments.
- Answer Phones.
- Word processing, Excel spread sheet, data base, correspondence, memos, reports, and other communications as needed.

### **OTHER DUTIES & RESPONSIBILITIES**

- Greet and assist very limited walk-in traffic at reception (most often interviewees and delivery personnel).
- Meter, post and deliver all mail/shipping to mailbox daily or post office if needed.
- Prepare outgoing express mail as required and deliver to box or arrange pick up.
- Sign for shipments and notify recipient of deliveries to pick up at front office.
- Coordinate travel arrangements for traveling staff (hotel/flight/car).

### **SKILLS & QUALIFICATIONS**

- Prior Office Administrative work experience required
- Accounts payable experience preferred
- Skilled in organizing and planning to meet deadlines and schedules
- Electronic Filing

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- Demonstrate excellent communication and customer service skills
- Good math skills, and strong written and verbal skills required in English
- Experience with excel, word, Adobe-PDF, database programs, PC and/or Mac

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

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