



Administrative Assistant

Job Description:

The full-time Administrative Assistant will be responsible for providing administrative support for the Indianapolis office, assisting visitors, vendors, and clients through professional communication, and utilizing clerical skills to assist with daily office operations. The ideal candidate will have excellent communication skills and be capable of representing Creek Run / AEC in a professional manner.

Requirements:

- Administrative assistance and clerical skills proficiency
- Demonstrated phone etiquette and communication skills
- Strong organizational abilities and attention to detail
- Proficiency in MS Office (Word, Excel, Outlook) and Adobe Acrobat
- Working knowledge of office equipment, like printers and fax machines
- Ability to prioritize tasks and manage time efficiently
- Excellent interpersonal and teamwork skills
- Must have a high school diploma or equivalent
- Must be able to pass a pre-employment drug screen
- Must be legally authorized to work in the United States
- Previous experience in an administrative role is a plus

Benefits:

- \$14.42 - \$16.82 per hour
- 32-40 hours per week
- Simple IRA with employer matching
- Health insurance with optional dental and vision
- Paid time off
- Potential for annual bonus

Please email resume to hr@creekrun.com to schedule an interview.

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