Job Ad Request Form

# Employer Information

|  |  |  |
| --- | --- | --- |
| Contact Name | John Phillips | Department  Administration  Development  Human Resources  Marketing  Production  Sales |
| Phone | 301-555-6548 |
| Email | jphillips@consoto.com |
| Address | 123 Oak St.  Rockville, Maryland 20850 |

# Job Ad Information

|  |  |  |
| --- | --- | --- |
| Job Title | Administrative Assistant | |
| Location | Rockville, Maryland | |
| Job Type  Full time  Part time  Intern  Contractor | | Contract Type  Permanent  Temporary  Fixed term  Seasonal |
| Job Description | Duties and Responsibilities include but not limited to:   * Organizes and prioritizes information and calls from clients. * Provide support to clients who have technical questions or concerns (training will be provided). * Support internal team with general administrative duties. * Answers phones and takes messages or fields/answers all questions. * Works in cooperation with other staff members to provide excellent customer service. * Establishes, develops, maintains and updates filing system. Retrieves information from files when needed. | |
| Requirements | * Bachelor's Degree * Tech Savvy * Must have strong customer service skills * Must be detail-oriented * Work well individually or as part of a team * Willingness to learn * Strong interpersonal phone skills | |
| Est. Start Date | 11/20/2017 | |