

Administrative Assistant

BHW1 Advertising is accepting applications for a world class multi-tasker, a spinner of many plates, a juggler of projects, an experience task manager who thrives on handling multiple details on multiple projects for multiple clients at once. If your supervisor has often complimented you by saying, "I don't know how we'd get all this done without you," then you're the admin we're searching for.

Typical duties include:

- Managing and accomplishing a lengthy task list daily
- Taking detailed meeting notes and distributing them to attendees
- Managing a supervisor's work schedule
- Managing the information flow between internal departments
- Reviewing vendor quotes
- Verifying project specifications and schedule

Requirements:

- A positive attitude, even under pressure of deadlines
- Exceptionally detail-oriented
- Highly organized
- Excellent communication skills
- High competency on Apple computers.
- Excellent grasp of software including but not limited to: Microsoft office suite (with special emphasis on Excel)
- Competency in Google docs, PowerPoint and Prezi a bonus
- Ability to quickly develop an understanding of clients' and their industries

To apply, please send a cover letter and resume to BHW1 Advertising via:
agencyhost@bhw1.com

Accepting applications through November 22, 2017