

Position: Administrative Assistant

Job Description:

Prime currently has six locations throughout the Dallas-Fort Worth metroplex. We have experienced continuous and fast growth over the past 10+ years in large part due to the excellent employees who make up our internal team.

We are looking for an all-star administrative assistant to join the admin team at our corporate office in Dallas. Ideal candidates will have the ability to work in a fast-paced environment, strong attention to detail, proactiveness, solutions-oriented mindset, excellent organizational skills, reliability and consistency, and a willingness to learn and problem solve. You will be fully engaged from day one and there will never be a dull moment!

Responsibilities

- Provide general administrative and clerical support including, but not limited to:
 - Opening/sorting/sending mail
 - Scanning, faxing and copying documents as needed
 - Fielding and directing phone calls
- Manage Executive Director's calendar, booking and scheduling meetings, travel arrangements, communication with clients and business partners, etc.
- Assist management in resolving administrative issues as they arise
- Run occasional errands for company and executive team
- Prepare and update documents including various reports, memos, announcements, emails, etc.
- Take detailed notes during meetings to be shared with management and Executive Director
- Help maintain office supplies and amenities
- Assist with planning of corporate events, parties, and activities
- Complete special projects as assigned

Requirements & Qualifications

- Ability to juggle multiple projects with accuracy
- Strong administrative skills
- Computer savvy and proficient in Microsoft Office
- Excellent written and verbal communication skills
- Strong sense of urgency and problem-solving abilities
- Exceptional customer service skills with customers, vendors, clients, and internal departments
- 2 + years experience in an administrative position
- Associate or Bachelor's degree preferred, but not required

Pay rate dependent on skills and experience. Employee benefits include 401k plan with matching, paid time off, excellent medical/dental/vision coverage, perks such as company parties, and more.