
Job Description: Administrative Assistant

Title:	Administrative Assistant
Location:	Boise, ID
Compensation:	\$30,000+ based on qualifications and experience
Reports to:	Executive Assistant to the CEO
Works closely with:	VP of Growth and Marketing, VPs and General Managers in the Boise office

The Administrative Assistant provides support to a pool of VPs and individuals within the Boise office of Jitasa. The Administrative Assistant also serves as the receptionist for this office. Finally, the Administrative Assistant works as a Marketing Coordinator. The position demands a high degree of flexibility, and good judgment while dealing with confidential and sensitive information. Discretion is a key qualification. You love serving others and you are relentlessly positive.

Responsibilities:

- Administrative Assistant
 - Support Boise VPs and Directors – as time permits – with calendaring, scheduling, phone support, and travel arrangements
 - Expense management for the pool of VPs and GMs the AA supports, as requested.
- Receptionist
 - Act as the telephone receptionist for the Boise office
 - Manage office mail, welcome visitors
 - Positioned at reception desk between 8:30 AM-5:00 PM MT, M-F
- Marketing Support
 - Organize the production of branded items such as stationery and merchandise
 - Support the in-house marketing and design team by coordinating and collating content
 - Compile, edit, and post business updates and thought leadership content on Jitasa’s social media outlets: Twitter, LinkedIn, Facebook, company blog
 - Assist team members with day-to-day marketing tasks and coordinate marketing projects and activities as requested

The Fine Print:

- Consistent positive attitude required
- Must demonstrate a high degree of professionalism and maintain strong relationships with people across the organization and external parties
- Excellent communication, organizational, and interpersonal skills are essential
- Demonstrated and proven communication skills required
- Efficient, organized and should use insight to anticipate the needs of those being supported
- Must be highly proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook)

About you

- You love serving others.
- Initiative: You can identify and recognize needs, take initiative, and confidently drive work elements to completion (including leading others on a task, as well as rolling up your sleeves to get it done).
- Detailed: You pay attention to the details and manage projects in an organized way.
- Communication: You have exceptional verbal and written communication skills with people from all walks of life.
- Humble: You are willing to learn & listen, work well in teams, and don’t take yourself too seriously.
- Social impact: You are passionate about using your unique gifts and talents to make a difference in the world.