



## Administrative Assistant

Anderson Bogert is seeking an in-office part time or full time **Administrative Assistant** to be part of our **close-knit team**. Our firm is committed to a **“people first” business philosophy**, and we are looking to expand our team. Our ideal candidate is motivated and can manage a number of concurrent projects while continuing to provide a high level of **personalized service** to our clients and our team.

### Key Responsibilities

- Provides excellent customer service to employees, external customers, vendors and visitors. Exceeds both internal and external customers' expectations of service.
- Prepares, edits, and proofreads presentations, reports, and other documents.
- Creates and maintains spreadsheets.
- Copies, routes and distributes electronic and paper documents, as requested. Files and retrieves documents, records and reports. Maintains records and management systems.
- Performs data entry and manages databases.
- Arranges staff meetings and assists with employee events planning and implementation.
- Schedules appointments and updates event calendars.
- Maintains office supply inventory, negotiates with vendors, and purchases supplies and equipment, as needed.
- Ensures office equipment is properly maintained and serviced.
- Performs work-related errands.
- Receives and administers phone and walk-in visitors and deliveries.
- Other duties as assigned.

### Key Competencies

- Organization and planning
- Attention to detail
- Problem-solving
- Teamwork
- Customer service orientation
- Communication
- Flexibility
- Accuracy
- Confidentiality

## Basic Qualifications

- High school diploma or GED
- Minimum of 2 years general office training and/or experience

## Required Skills

- Strong communication skills, including written, verbal, and listening skills
- Demonstrated ability to communicate with customers, vendors, and coworkers in a professional, respectful, and positive manner.
- Must have verifiable experience with writing, editing, punctuation, and grammar.
- Ability to maintain a high level of accuracy in preparing and entering information.
- Individual must enjoy project and secretarial work, have the ability to multi-task, meet deadlines, and provide support to organization-wide initiatives, as needed.
- Strong typing (including 10-key) skills.
- Adapts and learns rapidly.
- Fosters teamwork and cooperation.
- Organization and filing of various office items.
- Proficient knowledge of MS Office: Word, Excel, Outlook, Teams, One Note, etc.; and Internet browsers.

### Post-offer background screening required.

We offer standard business work hours with low overtime; company-sponsored employee events; extensive, on-the-job training; educational opportunities; (for full time employees: paid time off; paid holidays; health and life insurance; a retirement plan); and an open door policy to encourage employee feedback.

An Equal Opportunity Employer.

If you would like to be considered for this position, please apply in person, via email to [kschmidt@anderson-bogert.com](mailto:kschmidt@anderson-bogert.com) (.PDF formatting preferred), or send resume and cover letter to:

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