



Job Description

The Administrative Assistant supports the company's growth by providing administrative support, maintaining the office, some bookkeeping assistance, and contributing to the overall fun factor and amazing culture that exists at JB Ashtin. Position requires strong organizational and time management skills, great attention to detail, flexibility, excellent interpersonal skills, project coordination, and the ability to work well with all levels of internal management and staff, as well as clients and vendors.

Job requirements also are to believe in, live, and communicate our corporate Core Values



Key Roles:

- Provide administrative support
- Maintain office
- Coordinate staff events
- Assist with bookkeeping activities

Responsibilities

- Provides administrative support for executive team and general office projects
- Insures our office is a safe, clean, and cozy work home
 - maintains kitchen and all common areas
 - coordinates with building maintenance and cleaning company as needed
- Assists with bookkeeping activities
 - accounts payable entries
 - vendor maintenance
 - monthly credit card reconciliation
- Manages all incoming/outgoing mail and shipping needs
- Oversees maintenance of office equipment; communicates with vendors as needed
- Arranges travel and itinerary support when needed
- Maintains inventory and organization of office, janitorial, and kitchen supplies
- Maintains general and department files: company phone lists, directories, etc.
- Coordinates Health and Wellness activities
- Plans and executes stellar celebrations, activities, and outings for internal team
- Assists with charitable donations, fundraising activities, and volunteer opportunities
- Assures confidentiality and discreet handling of all Company business
- Any and all other job duties that may be assigned by JB Ashtin

Requirements

- 2+ years administrative experience
- Bachelor's degree preferred
- 1+ years customer service experience
- Passion for event planning
- Proficiency in Microsoft Excel, Word, Power Point, Outlook
- Strong organizational and time management skills
- Focused attention to detail
- Sense of humor, ability to multi-task and work as an effective, productive team member
- Excellent written, verbal, and interpersonal communication skills
- Self-motivated, resourceful, professional
- Willingness to learn and understand the Pharmaceutical industry