

New Job Opening at New West Technologies, LLC
Administrative Assistant – 2012ADM002
(Concurrent Posting)

Position Overview:

New West Technologies (New West) is searching for a candidate to fill the position of Administrative Assistant. This position is responsible for a wide range of administrative and front office support functions that include but are not limited to:

- Answer phone and receive visitors in a timely and professional manner;
- Online Conference and Meeting Set-up:
 - Reserve the conference room and determine equipment needed;
 - Invite attendees, and compile the attendees list;
 - Coordinate with building security to ensure that all outside attendees have proper access to the building;
 - Assist with escorting outside guests to the meeting room;
 - Prepare a draft agenda, and send out invites with final agenda, meeting room details, and/or call-in number with passcode;
- Deliver documents to appropriate personnel;
- Sort and distribute mail;
- Make travel arrangements;
- Compile, assemble, and photocopy of documents;
- Order and maintain office and kitchen supplies;
- Maintain the cleanliness and order of office and kitchen;
- Assist in the preparation of reports;
- Review and edit the documents and reports to ensure correctness and readability;
- Support IT Division:
 - New employee set up;
 - Phone administration;
 - Maintain printer, copier, and phone equipment;
 - Maintain vendor relationships.

Educational Requirements:

- Bachelor's degree from an accredited university or college preferred; equivalent years of relevant work experience will be considered in lieu of a degree.

Professional Qualifications:

- 3+ years of business experience.
- Intermediate to advance knowledge of Microsoft Outlook, Microsoft Excel, Microsoft Word (a brief skills evaluation may be administered), Adobe software, and teleconferencing software.
- Timeliness and punctuality.
- Excellent oral and written communication skills.
- Ability to multi-task and respond to quick turn-around requests.
- Highly organized and detail oriented.
- Ability to work in a team environment.
- Ability to work independently and resolve practical problems.
- Ability to remain professional in stressful situations.

- Adherence to confidentiality.
- Ability to prioritize along with prompt responsiveness to incoming ad-hoc requests.
- Ability to collect and summarize data in a concise and precise manner.

This position will be based in Washington, DC. Interested candidates should forward a letter of interest, salary requirement, and a current resume/CV by email to apply@nwttech.com.