



Administrative Assistant

Company: TechSage Solutions

Location: San Antonio, Texas 78229

Status: Full-Time Salaried

Job Category: Administration

Relevant Work Experience: 2+ Years

Career Level: Full-Time (Non-Managerial), Hiring Immediately

We are a growing IT Company seeking to hire a high performance **Administrative Assistant to start immediately**. This is an awesome opportunity for someone who loves a fast-paced, NO DRAMA workplace where office politics, gossip and negativity aren't tolerated. You must be able to deal with a variety of different people and be able to communicate effectively with clients as well as other members of the office. You will be responsible for providing a wide variety of administrative support tasks for members of the management team. Our ideal candidate is extremely detail-oriented and appreciates people who take an organized, systematic approach to achieving success. We are seeking someone who can think outside the box, communicates well and is flexible - one day is never the same as the next. If you are a quick, self-motivated learner who wants to work with a company that will invest in your education and training this is the place for you.

Minimum Skills Required:

- Strong knowledge of Microsoft Office products (Word, Excel, PowerPoint, Publisher)
- Strong interpersonal skills required to effectively communicate with clients and staff
- Passion for teamwork, continuing education, problem solving and exceptional customer service
- Must be well spoken, outgoing, organized, detailed-orientated, dependable and flexible
- Valid driver's license and proof of insurance
- Background check and drug screen may be required
- Reliable transportation



This Position Entails:

- Receiving support calls and documenting them in our PSA solution
- Opening, sorting, and distributing mail
- Receiving, screening, and routing phone calls
- Maintaining databases and filing accordingly
- Preparing, typing, and editing correspondence and presentations
- Maintaining calendars and meetings
- Independent judgment in the resolution of administrative problems
- Attending meetings well prepared
- Excellent calendar and administrative skills
- Light AR/AP
- The ability to learn quickly and adapt to changing requirements
- Performing other duties as assigned

The Successful Candidate must be:

- Professional and articulate
- Interpersonally adept
- Technically proficient
- A relationship builder
- A problem solver
- Well organized



Our Administrative Assistants are salaried with initial compensation commensurate with relevant experience. Benefits include paid vacation, holidays, personal & sick time,

Qualified candidates please submit a current resume along with salary history to:
hr@techsagesolutions.com.