

Company Name: Williams Hotel Group

Job Title: Administrative Assistant

Type: Leisure and Hospitality

LOCATION: Valdosta, Georgia

STATUS: PT Employment, FT Employment

FLSA STATUS: Non-Exempt

DUTIES

Responsibilities and Duties:

As an Administrative Assistant, you would be responsible for performing the following tasks to the highest standards:

Serve as subject matter expert on Excel.

Update operational spreadsheets on a daily basis.

Monitor daily data flow to ensure that automatic data applications are functioning properly.

Identify and suggest process improvements.

Provide support in evaluating the effectiveness of current processes and suggest actions to streamline processes and maximize efficiency.

General reception duties – greet clients and answer phone calls.

Provide training and support to other team members.

Identify and report on issues.

General administrative duties, as assigned.

Other duties as assigned.

SHIFT WORKED

Day

WORKING CONDITIONS

Office, number of hours is flexible, part time or full time.

MINIMUM QUALIFICATIONS

Advanced knowledge of Microsoft Suite (Advanced Excel skills required)

PREFERRED QUALIFICATIONS

N/A

SALARY AND BENEFITS

\$14/hour

REQUIRED TESTS

Excel Skill Assessment

GUARANTEED INTERVIEW

Yes

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: 3/29/2024

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