



ADMINISTRATIVE ASSISTANT

BATON ROUGE, LA

OBJECTIVE:

Provide administrative support to assigned team and project a professional company image through personal and phone interaction and inner-office coordination while utilizing good judgment in recognizing scope of authority.

DUTIES:

- Promote DDG's core values, both internally and externally, and comply with the DDG Company Manual
- Answer and direct phone calls
- Greet clients and visitors and direct to appropriate staff
- Keep a clean work environment
- Maintain polite and professional communication with employees and visitors
- Perform general clerical duties: file, fax, copy, mail
- Keep stock of necessary office supplies
- Organize and schedule appointments
- Plan and assist in meeting setup
- Maintain filing system organization for respective teams and individual projects
- Correspondence preparation: letters, fax, transmittals, etc.
- Preparation of travel arrangements: flights, rental cars, hotel bookings, etc
- Utilize Outlook updates to assist in scheduling
- Completing and submitting Expense Reports
- Assist office staff with general request such as running and compiling reports

REQUIREMENTS:

- Experience as an administrative assistant
- Knowledge of office equipment, such as computers and printers
- Proficiency in Microsoft Office suite
- Attention to detail, organization and problem solving skills
- Written and verbal communication skills
- Knowledge of basic accounting practices