

## Administrative Assistant

We are seeking an **Administrative Assistant** to join the Confirmation.com team in Delray Beach, FL. The qualified candidate will provide administrative support to the company's senior management team by conducting research, preparing reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, completing expense reports, and scheduling meetings and travel.

### Responsibilities

- Prepare presentations and reports, manage correspondence and create other documents. Read and analyze incoming messages, submissions and reports to determine their significance and plan their distribution.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Organize and schedule appointments, events, and meetings.
- Maintain contact lists.
- Handle multiple projects including ordering supplies, running errands, planning meetings, booking travel, etc.
- Coordinate and maintain records for office space, phones, company credit cards and office keys.
- Open, sort and distribute incoming correspondence.
- Handle expense reports for management team.
- Greet visitors and determine level of access.
- File and retrieve corporate documents, records and reports.
- All other duties as assigned.

### Qualifications

- Strong PC skills including Microsoft Word, Excel, PowerPoint, and Outlook with ability to learn new technologies.
- Excellent telephone skills.
- Good understanding of catering orders, meeting planning, event scheduling, etc.
- Ability to use tact and judgment in confidential situations.
- Excellent organizational skills with strong written and verbal skills, outstanding interpersonal skills.
- Ability to be flexible to changing priorities.
- Detail-oriented, reliable, ability to work independently and take initiative with good problem solving skills.
- High school graduate; some college preferred.
- Prior administrative experience preferred.

### Compensation

- Compensation depends upon experience and education.

### About Confirmation.com

Confirmation.com is the world's leading provider of secure online confirmation services. Today, more than 16,000 accounting firms use Confirmation.com to send audit confirmation requests to companies, financial institutions, and law firms worldwide. For more information, visit [www.confirmation.com](http://www.confirmation.com).