Title: Quality Administrative Assistant

Description:
Vaya Group's continued double-digit growth means that we're always looking for talented individuals to join our amazing team! *...show us you're the right person for the job!*

This role is a key part of ensuring Vaya Group delivers quality data, reports and documents to its clients. In this role you'll have the opportunity to provide superior service to both external and internal clients.

Vaya Group's clients are some of the best-known brands in the world – and Vaya partners with them to create tailored talent management and leadership development initiatives.

Vaya's casual, informal office environment and innovative spirit blend with the security and stability of a proven and established consulting firm. You'll work within a diverse team of highly talented individuals in a fast-paced and flexible environment where culture, ethics, and people truly matter.

If you are a detail-oriented individual who possesses strong grammar and proof-reading skills and a passion for helping organizations improve and deliver quality, then we want to talk to you.

Duties Include:
- Maintains a log of reports and files to be proofed
- Receives completed reports and reviews for completeness and accuracy, including proper formatting, grammar, and sentence structure
- Handles and responds promptly to incoming calls, clients, or consultants requesting report status or information and works with project coordinators
- Saves final proofed reports following the guidelines provided
- Ensure quality is met in all documents
- Accurately proof raw data and aggregate reports
- Manage databases and data proofing processes
- Maintains processes for consistency in reports & files, ensuring adherence to guidelines

Required Skills:
- Intermediate proficiency with Microsoft Word, Excel and PowerPoint
- Advance knowledge of grammar and composition rules
- Advanced writing, editing, and proofreading skills
- Qualified typist with a minimum of 40 WPM

Education / Experience:
- 5+ years of professional writing, proofreading, editing experience
- 2+ years' experience editing complex documents for minute errors
- One-year experience with database and data quality management
- Associate's degree or equivalent (Bachelor's degree preferred)