The Northwest Louisiana Council of Governments (NLCOG) is seeking to hire an administrative assistant to provide support to management and other staff. We are seeking a highly motivated and organized individual who is detail oriented, enjoys multi-tasking and takes pride in their work. Competitive salary and benefits offered.

**Administrative Assistant Job Description:**

Administrative Assistants provide support to managers, other employees, and office visitors by handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive. Administrative Assistant duties and responsibilities include supporting managers and employees through a variety of tasks related to organization and communication. Assistance to Accountant with light book keeping. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

**Responsibilities:**

- Respond to questions and requests for information
- Answer incoming calls and routing callers to the appropriate party.
- Manage incoming and outgoing mail by receiving, sorting and distributing the mail
- Make bank deposits as necessary
- Assist with light book keeping with QuickBooks
- Attend Board and Committee meetings and generate minutes
- Generate memos, emails and reports when appropriate
- Assist in the preparation of regularly scheduled reports
- Provide general support to visitors
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Assist with filing, typing, copying, binding, scanning etc.
- Assist with travel arrangements for staff members
- Manage office calendar

**Requirements:**

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- Experience with QuickBooks
- Associate’s Degree or greater in related field preferred.
To Apply:
Send Resume’ including cover letter and contact information for two (2) references to

Email:
jobs@nlcog.org

Hardcopy:
Jobs at NLCOG
Attention J. Kent Rogers
625 Texas Street Suite 200
Shreveport, LA 71101