

Office Assistant

COMPANY SUMMARY

Are you ready for an exciting career with a technology firm that is working on cutting-edge products that continually sets the bar for the competition to follow? Then come join the geoAMPS team and be part of a software-product organization that has a cool work culture, great work atmosphere and amazing growth potential.

We are currently searching for a computer savvy **Office Assistant** to work onsite at our Powell, Ohio headquarters.

geoAMPS is the market leader in providing software solutions to manage land rights and infrastructure assets. geoAMPS was founded on a simple notion: offer the best technology solutions while forming lasting relationships with our clients. We are pushing the industry forward by bringing state-of-the-art technology, increased communication and quicker project completions for our customers.

JOB SUMMARY

The Office Assistant must be a reliable, self-reliant and creative problem solver who enjoys working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, possess strong written and verbal communication, administrative, and organizational skills and be capable of maintaining a realistic balance among multiple priorities. The Office Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The ability to work in a fast paced environment with strong attention to detail is essential. You will be fully engaged and busy from the first day and we guarantee there will never be a dull moment!

PRIMARY RESPONSIBILITIES

- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing system
- Open, sort and distribute incoming correspondence
- Run daily office errands as needed
- Perform data entry and scan documents
- Assist in planning and organizing company events
- Assist in resolving any administrative problems – being the main point of contact for all of our office-related vendors.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Maintain office supplies and coordinate with all office vendors
- Manage an extremely active calendar of appointments

- Complete and compile expense reports
- Arrange complex and detailed travel plans, itineraries, and agendas; and compile documents for travel-related meetings
- Manage calendars in accordance with the other staff
- Work closely and effectively with the CEO/COO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately
- Answer and direct all incoming phone calls
- Work closely with the Hiring Manager to coordinate any interviews that take place at the office.

SKILLS/EXPERIENCE

- Ability to juggle multiple projects with superb accuracy
- Strong administrative skills
- Exceptional customer service skills, over the phone and in person, with our customers and internal departments
- Strong sense of urgency and problem solving skills
- Exceptional organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Strong computer and Internet research skills
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and Dropbox

EDUCATION

- Bachelor's degree preferred, but not required
- H1B visa sponsorships are not available at this time

WHAT IS IN IT FOR YOU

- Being an integral part of a dynamic, growing company that is well-respected in its industry
- Competitive pay based on experience
- Medical, dental and life-insurance benefits

We are proud to be an Equal Employment Opportunity and Affirmative Action employer. Our company does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and

gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

**You must be legally entitled to work in the United States in order to apply for this position.*