**Administrative Assistant**

**Objective:** Assist in daily operations. Tasks vary.

**Operating Hours:** Operating Hours are Mon-Sat 9a-7p and Sundays 10a-5(7)p

Office Assistant hours are flexible at 20+ per week. (Could turn into FT position)

**Pay: $15/hr**

**Payday:** Weekly every Wednesday

**Duties:** Create and schedule social media content, help market, take current pics and video reels, proof read and correct documents and literature for continuity, clerical assignments, bank runs, cleaning, decorating, compile pictures and create Shutterfly annual books for staff and students (interns), run errands, order food and supplies, research grants, other project research tasks as they arise, update website and ensure all link works properly, organizational tasks, assist in replying to and following up with calls, emails, messages etc., run background checks, print forms, data entry, keep accurate records of calendar events, add/monitor calendar events. Job duties may vary greatly depending on yearly goals and workload.

**Skills:**

* Have high degree of attention to detail
* Able to work diligently under pressure
* Highly organized and proficient in time management
* Excellent written and verbal communication and comprehension skills
* Experience navigating computer systems like Outlook email, Microsoft Word and Excel, PowerPoint etc.
* Knowledge of Quickbooks is a plus
* Maintain a friendly yet firm demeanor and be able to work in small groups or individually.

**Relationships:**

The office assistant is an employee of Royal Table Massage Therapy and reports the General Manager. Administrative assistant does not work for Therapists. Cross training will be provided.

*The goal is not just to hire people who apply, it’s to hire people who believe what we believe.*