

RadioTV Interns wanted for Studio City 313 (Detroit)



Location **Michigan**
<https://www.genclassifieds.com/x-524888-z>

Administrative Assistant Job Responsibilities:

Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

Administrative Assistant Job Duties:

Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.

Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.

Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.

Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.

Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

Provides information by answering questions and requests.

Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

Completes operational requirements by scheduling and assigning administrative projects; expediting

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work results.
 • Maintains professional and technical knowledge by attending educational courses, conferences, seminars, and other professional development opportunities.
 • Performs other duties as assigned.

Administrative Assistant Skills and Qualifications:

Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal



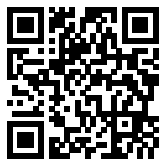
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