



ADMINISTRATIVE ASSISTANT

ROLE SUMMARY

Status: Full-time or *Part-time, Non-Exempt*
Until Filled

Closing Date: *Open*

MISSION AND PHILOSOPHY

Wind Circle Network, Inc. is an information technology company offering a broad range of products and services. Our highly trained team can provide a communications solution to a wide variety of customers. With a strong track record as a government service provider, we have several I.D.I.Q. (Indefinite, Delivery, Indefinite, Quantity) contracts with different agencies. Our customer base is very diverse, including residential, small to medium sized business, cities, counties, schools, hospitals. Customers will experience our commitment to combining service excellence, convenience, and individual attention to every project which we are involved.

Wind Circle Network, Inc. needs people who value teamwork, standards of excellence, and the desire to provide outstanding customer service to everyone every day. We are looking for people to actively contribute to our goal of becoming a local, national, leader of information technology.

ROLE OVERVIEW

Assists and provides administrative support to all office personnel. This position is often the first line contact with customers, visitors, vendors, and the public. This position requires attention to detail demonstrating professionalism and outstanding customer service with all contacts.

MINIMUM QUALIFICATIONS

- Education/Experience: High School diploma or GED required. Higher education and/or comparable office setting experience desirable.
- A background in QuickBooks accounting software is desired but not required.

TECHNICAL SKILLS

- Microsoft Office programs such as Word, Excel, Outlook.

BEHAVIORAL COMPETENCIES

- Support Wind Circle Network, Inc. mission and philosophy
- Maintain confidentiality of all work information.
- Demonstrate an ability to function successfully in a team environment.
- Exhibit professional, courteous, and respectful treatment of internal and external customers.

- Displays a positive attitude and flexibility in changing situations.

ESSENTIAL FUNCTIONS

- Operates the main telephone console by receiving and routing inbound telephone calls to the appropriate individuals and/or department.
- Greets visitors when they arrive to front office.
- Proficient typing skills are required. Will assist in preparing documents for bid proposals or project documentation.
- Assists in receipt and check in of freight/inventory items.
- Responsible for maintaining company web site, social media platforms and other internet portals.
- Performs duties with great attention to detail.
- Assists accounting with daily reoccurring procedures.
- Functions as a dependable member of the team, interpreting and following policies and procedures, and demonstrating positive interpersonal relationship skills to promote a harmonious working environment and outstanding customer service.
- Performs other duties as assigned.