

Job description: Administrative Assistant**Job type: Full time employee****Address: Mt. Prospect, IL****Industry: Gaming****Years of Experience: 2+**

Our Group is an integrated, global gaming company which produces, distributes and operates high tech gaming equipment in well-regulated markets around the world. Our US-subsiary focuses on the distribution of gaming equipment in the North American markets.

In order to strengthen our team in Mt. Prospect, IL, the position of an ADMINISTRATIVE ASSISTANT is vacant.

Administrative Assistant Job Duties:

- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing systems
- Open, sort and distribute incoming correspondence
- Perform data entry and scan documents
- Manage calendar for Management
- Assist in resolving any administrative or IT problems
- Run company's errands to post office, office supply store, etc.
- Answer any calls from customers or vendors regarding their inquiries
- Assist with maintenance of information pertaining to customers, orders, and approved programs in various markets in ERP system (Dynamics NAV 2017)
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements for Managers
- Maintain office supplies for department
- Implement administrative procedures and policies
- Support accounting department on various tasks
- Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Manage certain other administrative projects

Skills/Qualification:

- 2+ years of hands on administrative support experience
- Proficiency in MS Word, MS Power Point, MS Excel and MS Outlook a must
- Knowledge of operating standard office equipment
- Excellent written and verbal communication skills
- Ability to prioritize projects and strong problem solving skills
- Good research skills and attention to detail
- Team player with good analytical skills and problem solving ability
- Strong organization skills, attention to detail and ability to multi task



The position is vacant as of now. Compensation package commensurate with experience - Please add your compensation expectations together with your resume.

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