

## **Administrative Assistant; Napa Office**

### **Responsibilities**

- Answer phones and direct inquiries to the appropriate staff.
- Greet all visitors, inform the staff they are here to see, offer refreshments.
- Send out overnight and courier requests via appropriate vendor.
- Order all office supplies including refreshments, phone equipment, faxing and copying supplies, etc.
- Sort mail
- Make copies for manuals and staff meetings
- Type memos, transmittals and labels
- Maintain filing system
- Miscellaneous administrative duties as needed

### **Qualifications**

- 0-2 years prior administrative and reception experience required.
- Proficient in Microsoft Office, with advanced skills in Microsoft Word and Windows.
- Detail oriented to be able to work under stress and in a fast-paced work environment.
- Excellent verbal and written communication skills.