



Job Title: Administrative Assistant

Employment Type: Part-Time – 20 Hours Weekly

Pay Range: \$18-\$22/hr.

Employment Start Date: As soon as 4/1/22

At NextTech Consultants we thrive to give an excellent customer experience for all our clients and the best working experience for our employees. Family and work/life balance is very important to us. We want to make sure all our staff have the proper support, so they do not need to be bothered when they are with their family. An Administrative Assistant is crucial in ensuring we meet this goal. As the administrative assistant you will be expected to help manage the technicians time by inputting time into our tools, answering phone calls from clients, manage email inboxes, assist with billing and reconciliation with our client contracts, and various other duties.

Responsibilities:

- Answer and direct phone calls
- Assist technicians with their time entries in our Professional Services Automation tool
- Reconcile company invoices
- Assist with billing clients
- Prepare invoices
- Manage senior level emails and reply on behalf of CEO
- Schedule appointments and calls
- Take calls and answer questions from clients
- Handle sensitive information in a confidential manner
- Assist with planning and preparations for Customer/Employee Appreciation events
- Assist with ordering equipment for clients and NextTech
- Generate and help manage Client reporting

Requirements:

- Proficient in Microsoft Office
- Attention to detail and problem-solving skills
- Strong organization and planning skills
- Excellent written and verbal communication skills
- Excellent time management skills and ability to multi-task and prioritize work
- High School Diploma

Skill & Proficiencies

- Editing and Proof Reading
- Attention to Detail
- Telephone Skills
- Professionalism
- Resourcefulness
- Discretion and Judgement

Please submit your resume and optional cover letter to careers@nexttechconsultants.com