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Administrative Assistant

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Company: Employed

Location: Scotland

Category: other-general

Company DescriptionWe suggest you enter details here Solar Sales and Installation

Company Role DescriptionSolar industry experience preferredc This is a part-time remote role for an Administrative Assistant. The Administrative Assistant will be responsible for assisting with day-to-day operations, organizing files and documents, scheduling appointments and meetings, and answering phone calls and emails. The Administrative Assistant will have excellent time management skills and the ability to work independently, and will be comfortable with handling sensitive and confidential information. QualificationsHigh school diploma or equivalentAt least 2 years of experience in an administrative assistant or similar roleExcellent written and verbal communication skillsProficiency with Microsoft Office Suite (Word, Excel, and PowerPoint)Ability to prioritize and multitask in a fast-paced environmentStrong attention to detail and organizational skillsExperience in customer service is a plus

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