



**Office Administrator | Full-Time | Salary Negotiable upon Experience
Start Date: ASAP | Santa Fe Springs, Ca.**

The California Department of the Disabled American Veterans (DAV) is looking for a new teammate to join the Headquarters department. We are looking for a reliable, organized Office Assistant to manage the day-to-day administrative aspects of running the DAV. The successful applicant should be a self-starter, energetic, and optimistic individual who is able to engage with all personality types with a calm demeanor and can operate effectively with little or no supervision and manage multiple tasks at once without becoming overwhelmed. Finally, in order to be effective in this role, you have to be the type of person who treats a janitor the same way you would treat a CEO.

Duties & Responsibilities:

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information during meetings.
- Greeting clients and visitors.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodations and reservations needs when required.
- Maintaining supply inventory.
- Maintaining office equipment.
- Aiding with client reception.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.

Position Requirements:

- Confident with typing skills
- Fast-pace learner
- Familiarity with mobile technology
- Strong interpersonal communication skills
- High school diploma or associate degree.
- Experience as an office assistant or in related field.
- Ability to write clearly and help with word processing when necessary.
- Ability to work well under limited supervision.
- Have a valid driver license.