Office/Executive Assistant - Syndical (Portland)

compensation: $12 - $14 per hour / experience & performance based

Syndical is a fast paced tech startup focused on the online calendaring and the event publication/syndication business. There is a lot of opportunity for you in technology.

We are looking for an Office/Executive Assistant to help support the management team and participate in the growth of the company.

The following reflects the essential functions of the Office/Executive Assistant, but does not restrict the tasks that may be assigned.

- Maintain professional image, monitoring & appropriately directing correspondence to ensure effective communications.
- Provide admin support by, creating agendas, taking minutes, and/or coordinating travel, management meetings, staff training, & other events.
- Retrieve information when requested using a range of office software, including email, spreadsheets, databases, & filing systems.
- Create periodic reports for senior management and deliver the results.
- On occasion, open the office for daily business.
- Inform management by reviewing & analyzing reports, summarizing information, & identifying trends.
- Make informational calls for accounts receivables.
- Update customer list on website.
- Call demo appointments the evening before or morning they are scheduled.
- Update declined & expiring credit cards.
- Send out customer newsletters once every 3 weeks.
- Corporate filing and maintenance.
- Oversees employee hours in tracking system.
- Follow-up inbound requests from the web.
- Customer retention by calling existing customers to get referrals.
- Maintain office supplies.

JOB REQUIREMENTS:
The following reflects the minimum job requirements and abilities preferred for this position:

- Basic analytical, organizational, and interpersonal skills.
- Familiar with task management and coordinating multiple tasks simultaneously.
- Proofreading and writing expertise, in both the creative and business arena.
- Talent for troubleshooting, solving, and administering solutions.
- Excellent customer service skills and good math aptitude.
- Computer literacy, particularly Microsoft, Google, and other web services.
- Professional appearance and demeanor.