



Front Desk Administrative Assistant

Arlington, VA

This position serves as the 'face and voice of AHC' for visitors and incoming calls. The Assistant will represent AHC in a professional and customer friendly manner; answering incoming telephone calls and greeting visitors to the AHC office and providing a wide range of administrative duties to support various divisions.

Responsibilities include:

- Maintain the front office area in a clean and orderly manner
- Receiving, screening, and routing all incoming calls
- Providing callers with general information
- Assisting other divisions with routine administrative assignments and special projects
- Tracking incoming packages and assisting with mail processing
- Making recommendations and troubleshooting related to the phone systems
- Scheduling meetings & maintaining related calendars, org charts, and directories

Minimum requirements:

- H.S. diploma or equivalent
- 2-3 yrs. of experience in an administrative/receptionist role, specifically supporting senior level staff
- Excellent verbal and written communication skills and phone etiquette
- Customer service driven
- Ability to prioritize and multi task
- Strong proficiency in all MS Office software
- Strong ability to create & maintain spreadsheets

For immediate consideration, please email your cover letter and resume to jobs@ahcinc.org or visit & apply on our website www.ahcinc.org, under the 'About Us' tab. E/O/E