

Office Assistant (part-time)

Our mission is to empower our clients, team, and community to succeed through compassion, professionalism, and the power of technology.

The Bravo LT Office Assistant will deliver excellent customer service. The assistant will oversee the day-to-day office needs allowing Bravo LT to provide a white-glove experience for employees, clients, and the community.

Overview

- Part-time position, 20-25 hours per week
- College students are highly encouraged to apply
- Homework friendly office
- Free parking downtown by GRCC and Grand Rapids Public Library
- Pay: \$13.50 per hour
- Location: 40 Monroe Center NW, Grand Rapids, MI

Responsibilities

- Provide clerical and administrative support
- Ensure cleanliness of office (inside and outside)
- Dress business professional
- Coordinate activities for meetings
 - Prepare meeting at least 30-minutes in advance, to include conference room prep, and food and beverage prep
 - Remind attendees of schedule meeting and verify that they will be attending
- Open and close office
- Welcome visitors
- Send and receive packages
- Coordinate projects and activities, such as meetings, workshops, and surveys
- Schedule appointments
- Check voicemail messages

Basic Qualifications

- Excellent interpersonal and communication skills, and the ability to interact with a diverse group of clients and colleagues at a high degree of professionalism
- Kind, caring, empathetic, and compassionate
- Ability to relate and connect with the Bravo LT mission
- Excellent organizational skills
- Able to manage time effectively
- Willing to go the extra mile
- Ability to create and update Word documents

To apply for this opportunity, please visit the Bravo LT Career Opportunities webpage at:

<http://bravoLT.com/careers/>

Location: Grand Rapids, MI