

Job Title: Executive Administrative Assistant
Location: WEHCO Video Corporate Office
Department: Administrative
Reports to: VP of Administration

Job Description: Full time position in a medium sized, fast-paced office environment. Duties require a highly organized individual who is able to multi-task and not afraid to make decisions. Experience with Microsoft Word, Excel, Outlook, and Microsoft Access is a must. The qualified candidate must be a self-motivated, willing to make decisions, quick-learner with excellent writing abilities and telephone skills. Strong communication and PC skills are required.

Required qualifications for the position include:

- Must be a self-starter and require minimal direct supervision
- High School Diploma
- A minimum of four years' experience as an administrative assistant
- Experience and proficiency using Microsoft Office 2007 Suite or higher
- Experience and proficiency using MS Access 2007 or higher
- Experience organizing, maintaining office filing system, and recordkeeping
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Problem solving and decision making skills
- Detail Oriented
- Ability to handle tight deadlines and work under pressure
- Work in an environment that changes often
- Excellent multitasking skills
- Appropriate professional attire
- Experience answering multi-line PBX style telephone
- Typing Skills of between 45-55 wpm

Detailed Job Description/Requirements:

- Work directly with staff and department managers
- Positive and friendly demeanor
- Handles daily correspondence, filing, and other related office duties
- Answer and route all incoming phone calls (multiple lines) very professionally
- Relay all messages in a timely manner
- Excellent follow-through skills
- Prepare invoices for system approval, and then submit approved invoices to AP for payment
- Post job openings and update / maintain job descriptions
- Process payroll / rate changes (this requires the candidate to maintain a high-degree of confidentiality)
- Process and maintain Family Medical Leave Act (FMLA) documentation for multiple systems (this requires the candidate to maintain a high-degree of confidentiality)
- Work with client care via the ticket system to process Static IP requests in a timely manner
- Ability to build and maintain excel spreadsheets, tables and other documents in Microsoft Office software for management is a must

- Audit all incoming invoices/purchase orders for accuracy
- Process marketing purchase orders and maintain marketing spreadsheet
- Prepare and maintain daily / weekly / monthly / quarterly/ and annual reports as assigned
- Manage and coordinate rate changes and contract renewals for bulk accounts
- Plan and coordinate business meetings / trips as assigned
- Copy, maintain, and manage files
- Maintain office supplies for all departments and maintain / order business forms

Note: This is not an exhaustive list of essential functions and requirements for this position may be supplemented as necessary.

Other:

- Successful candidate must pass pre-employment and random drug screenings throughout employment and background check.
- Must have reliable transportation
- Smokers need not apply

Excellent Compensation Benefits

- Competitive wage
- Supplemental benefits available
- Medical Insurance offered
- Paid Sick and Vacation
- One week of Vacation after initial 6 months
- Paid Holidays
- Life and disability coverage available
- 401K Matching Contribution
- Profit Sharing

Please send resume to:

Charlotte Dial

WEHCO Video, Inc.

P.O. Box 2221

Little Rock, AR 72203-2221

OR

Fax To: (501) 378-3528

OR

Apply online at the link below:

<https://jobs.wehco.com/application/cable/>

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