

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

Job Description: Full time position in small but fast-paced office environment. Duties require a highly organized individual who is able to multi-task. Experience with Microsoft Word, Excel, Outlook, and Microsoft Access is a must. The qualified candidate must be a self-motivated, 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 skills
- Detail Oriented
- 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)
- Relay all messages in a timely manner
- 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
- Develop and maintain spreadsheets for management
- 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: THE LIST OF REQUIREMENTS FOR THIS POSITION ARE NOT EXHAUSTIVE AND 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
- Maintain good driving record
- Smokers need not apply

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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