



### ***Job Description***

**Office Assistant | Pittsburgh, PA | Part-time**

#### **About the Job**

KSC Enterprise LLC is searching for an experienced, reliable, and task-oriented Office Assistant. This is a part-time opportunity with the potential to grow to a full-time role. The Office Assistant will work directly with executives and will be responsible for performing a number of administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced corporate environment. The candidate will preferably have experience in the professional cleaning industry. This is an excellent opportunity to join a fun growing company with competitive compensation.

#### **Position Responsibilities:**

- Coordinate communications, including taking calls, responding to emails and interfacing with clients
- Prepare internal and external corporate documents for team members and industry partners
- Schedule meetings and appointments and manage travel itineraries
- Arrange corporate events to take place outside of the workplace, such as staff appreciation events
- Maintain an organized filing system of paper and electronic documents
- Uphold a strict level of confidentiality
- Develop and sustain a level of professionalism among staff and clientele

#### **Qualifications:**

- High school diploma or equivalent is required
- Minimum of 2+ years of experience as an Office Assistant with exposure to working with senior management
- Preferably has working experience in the professional cleaning industry.
- Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software
- Proficiency in collaboration and delegation of duties
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities
- Exceptional interpersonal skills
- Friendly and professional demeanor

#### **Work Culture:**

- Fun team member
- Office space environment
- Occasionally remote work opportunity
- Work schedule will involve weekends

All qualified applicants will receive consideration for employment without regard to race color religion sexual orientation. In addition, KSC Enterprise invites Veterans and previously incarcerated individuals to apply.

**To apply, forward your resume to: [karen@ksccommercialcleaning.com](mailto:karen@ksccommercialcleaning.com)**