

## Career Posting

*Be Recognized for the Value you Bring!*

### Administrative Assistant

Searching for a professional Administrative Assistant.

Why are we hiring, you ask? Answer: We're expanding our team!

**What the professional must possess to be successful in this position:**

- Intermediate to Senior computer skills: WordPerfect, Quattro Pro, and MS Office
- Exemplary organizational and time management skills
- Problem solving, analytical and numerical aptitude
- Excellent: writing, grammar, proofreading, word processing, and spreadsheet skills
- Type a minimum of 60-80 words per minute
- Attention to detail and accuracy
- Enjoys variety in their work day
- Challenged by a fast paced and busy work environment
- Proactive attitude
- Adept verbal communication skills

Ask yourself: How do I consider growth in my career?

A. To climb the corporate ladder.

B. To be the ultimate professional at what I like to do.

If you answered B, then we invite you to send us your résumé.

Please submit your resume [HR@emeraldmanagement.com](mailto:HR@emeraldmanagement.com) to apply for this position.

We thank all applicants for submitting resumes; only those chosen to interview will be contacted.