



TOAP Consulting Agency

6901 Okeechobee Blvd, Suite D5-H25

West Palm Beach, FL 33411



Job Title

Administrative Assistant

Job Overview

The Administrative Assistant is an entry level position. In the position, the successful candidate will be engaged in a variety of duties and tasks to support the business and staff. On any given workday, they may engage in job duties under the direct supervision such as the following:

- Point of contact among the executives, employees, and clients
- Manage information flow in a timely and accurate manner.
- Act as Office Manager by keeping up with office supply inventory.
- Manage multiple projects as assigned.
- Assist staff with new and ongoing project activities.
 - Monitor project plans, schedules, work hours, budgets, and expenditures, and ensuring that project deadlines are met in a timely manner.
 - Work with clients to resolve any issues that come up on projects assigned.
- General office tasks, such as filing, scanning, copying, generating reports and presentations.
- Work closely with other team members
- Manage expense documentation and appropriate invoices.
- Other miscellaneous tasks, as needed.

Qualifications for Business Management Consultant

- Bachelor's degree in business or related field of study, preferred.
- Minimum of 2-3 years of administrative experience, working for C-Suite level individuals.
- Must be proficient in Microsoft Word, Excel, Power Point, Outlook and use of the Internet.
- Outstanding organizational and time management skills

Administrative Assistant Position



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- Excellent verbal and written communications skills
- Must be discrete and maintain confidentiality.
- Must be a flexible team player with strong interpersonal skills and a positive and professional attitude.
- Strong working knowledge of business management best practices
- Aptitude for analytical and creative thinking

Core Competencies & Skills

- Self-motivation and self-discipline
- Organizational skills
- Analytical, problem solving, and critical thinking skills.
- Listening, verbal communication, and interpersonal
- Writing skills
- Time Management Skills

Compensation & Benefits

TOAP Consulting Agency is a small business focus on business solutions for clients as such, staff are compensated based on experience and the company works to facilitate providing the tools for staff to be successful. Benefits are forthcoming and once available will offer to staff.

How to Apply

Send a cover letter and resume, Human Resources, Attn: Team Development to toapca@gmail.com.