



All Cubs, LLC

Job Title:	Executive Assistant	Job Category:	Office
Department/Group:	Front Office	Job Code:	00001
Hourly/Salary Range:	\$10-\$13	Position Type:	Full Time
HR Contact:	Jose Rodriguez/Caridad Tatis	Date posted:	10/1/2017
Will Train Applicant(s):	Yes	Posting Expires:	12/31/17
Online or In-Person www.allcubs.com/careers or Please see someone at the front desk.	Any questions or concerns please feel free to email HR@allcubs.com.		
Job Description			
Role and Responsibilities Skilled, sophisticated, approachable individual trained to deal with all obstacles on jobsite. Can multitask and follows directions to a tee. Rarely fades from the objective and is highly dependable. Attends to the client's needs and secures the purpose we service. Assist management to complete their goals. <ul style="list-style-type: none"> Greet clients and assist with their needs. Manage Calendar provided by management. Attend management meetings and take minutes. Run payroll. 1st responder to all calls, faxes and emails. 		Qualifications and Skill Requirements <ol style="list-style-type: none"> Experience required in Excel, Word and PowerPoint. Organized and reliable. Does not breakdown easily under pressure and high volume work. Excellent customer and client services. Basic Project Management. 	
Reviewed By: Caridad Tatis			
Approved By: Jose Rodriguez			
Last Updated By:		Date:	