**Administrative Assistant Wanted**

[Name of practice] in [city, state] and its owner are looking for the perfect person to help organize, systemize, and support the organization as the company grows as well as support the owner personally to streamline and simplify day-to-day life needs.

Responsibilities include and are not limited to:

Management of doctor’s personal schedule

Booking Appointments

Project coordination and management

Booking travel

General internet research

Grocery shopping and ordering

Meal planning and support

Organizing and paying of bills

Organizing and tracking receipts

And other general administrative tasks

Requirements:

Associates degree or equivalent.

5 years experience in Google Suite and Microsoft Office including Word, Excel, and Powerpoint and the Google equivalent as well.

Must be incredibly comfortable with internet research.

Must have exceptional organizational skills

Professional and efficient communication skills

Bonus:

Dental office experience

Marketing and social media management experience

Compensation:

[x-xx] hours per week

[$-$] per hour starting, w/ opportunities for compensation and performance bonuses.

Please reply with your resume and cover letter. **Applications without a cover letter will NOT be accepted.**