

Capital Steel & Wire is seeking a part time assistant to the President. In this role you will be providing a variety of personal and administrative support directly to the President of Capital Steel & Wire.

Responsibilities:

- Responsible for management of President's personal and business calendars.
- Coordinate executive communications, including taking calls, responding to emails and interfacing with clients
- Coordinate travel arrangements for President, both personal and business related.
- Provide clerical and administrative business support such as filing and record keeping.
- Assist with all property management including lease renewals, tenant communication and billing processes
- Act as the President's liaison for various projects or events.
- Responsible for organizing, confirming and attending business and community events.
- Run personal and business errands
- Perform other duties as assigned.

Job Qualifications:

- High school diploma required; 2-4 year degree preferred
- 2-3 years of administrative support experience in a professional office setting
- Bookkeeping experience desired
- Valid driver's license with clean driving record
- 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
- Uphold a strict level of confidentiality

Knowledge, Skills, and Abilities:

- Excellent interpersonal skills and ability to communicate effectively at all levels of the organization
- Ability to interact professionally with the public
- Organize and manage a diverse range of assignments and projects with high efficiency and thorough attention to detail and follow through; versatile and able to adjust to changing priorities and deadlines
- Outstanding computer skills
- Ability to coordinate a high level of activity under a variety of conditions and constraints
- Ability to follow all company policies and procedures

This position will require 20-25 hours per week typically within our business hours of 8:00 a.m. – 5:30 p.m. The schedule is negotiable but does require flexibility and some evenings as needed. The position is eligible for paid time off and paid holidays following 60 days of employment and is eligible for the company's 401(k) plan following a year of employment, if the required number of working hours are met.

To apply, send resume, cover letter and compensation history to employment@capitalsteel.net with "HR Assistant" in the subject line.