

Administrative Assistant (Full-Time)

Location: Los Gatos, CA

Salary: \$16-\$18 per hour

About Us:

With over 10 years of experience, Conure Inc. is a beacon of excellence in the marketing industry. Our commitment to strategic digital guidance and innovative solutions has fostered enduring partnerships with clients locally and globally. We pride ourselves on a collaborative culture where every team member plays a crucial role in our collective success.

Position Overview:

We are seeking a diligent and detail-oriented **Administrative Assistant** to join our dynamic team. In this full-time role, you will be instrumental in supporting our marketing efforts by streamlining operational processes, managing schedules, and enhancing client communications. Your contributions will ensure that our projects run seamlessly, enabling us to deliver exceptional results for our clients.

Key Responsibilities:

- **Coordinate Scheduling:** Manage project timelines and schedules to facilitate smooth operations.
- **Client Communications:** Assist with client interactions, maintaining professionalism and a high standard in all communications.
- **Process Improvement:** Identify opportunities to streamline internal processes and enhance overall efficiency.
- **Project Monitoring:** Track project progress and provide regular updates to the team.
- **Team Collaboration:** Work closely with team members to align efforts and improve operational effectiveness.
- **Support Management:** Assist with various projects and tasks as they arise, demonstrating flexibility and a proactive approach.

Qualifications:

- Bachelor's degree in Business Administration, Marketing, or a related field.
- 1+ years of experience in an administrative role, preferably within a marketing environment.
- Strong organizational skills with an emphasis on detail and accuracy.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite and familiarity with project management tools.

Why Join Us?

At Conure Inc., you'll be part of a dedicated team that values your operational expertise. We offer competitive compensation, a supportive work environment, and opportunities for professional growth, allowing you to contribute to exciting projects that help our clients succeed.

If you are ready to make a meaningful impact and grow your career in a vibrant setting, we invite you to apply!