



### **Administrative Intern Job Description**

Performs a variety of administrative functions including filing and data entry and may assist with overflow work from various departments.

#### **Job Responsibilities:**

Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

#### **Job Duties:**

- Provide general administrative and clerical support including data entry, mailing, scanning and faxing.
- Maintain hard copy filing system.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Creates and revises systems and procedures by analyzing operating practices and recordkeeping systems.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Provides information by answering questions and requests.
- Run company's errands as needed.
- Contributes to team effort by accomplishing related results as needed.

#### **Skills and Qualifications:**

Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Verbal Communication

#### **Qualifications:**

- Proficiency in MS Word, MS Excel and MS Outlook
- Excellent communication skills – written and verbal
- Ability to prioritize projects and strong problem solving skills
- Good research skills and attention to detail
- Contributes to team effort by accomplishing related results as needed.

This is your chance to play a key role in the continued success of our company. Our culture is fast-paced, motivational, and focused on healthy living. Smokers need not apply.

We offer a great working environment in a professional office location. This is your chance to play a key role in the continued success of our company. Our culture is fast-paced, motivational, and focused on improving our client's lives.

For more information about our company, please visit our website [www.skygatefinancial.com](http://www.skygatefinancial.com) .

If you're interested in this opportunity, please send your resume and letter of interest to Kevin Theissen at [kevin@skygatefinancial.com](mailto:kevin@skygatefinancial.com) . Given the high demand for this position, we're only able to contact the most qualified candidates.