

Administrative Assistant Profile



Administrative Assistant

Employee Classification: Hourly, Part-Time

Date: 1/10/2019

Name:

Reports To: Garret Barbush, President & CEO

Approved By: Garret Barbush, President & CEO

Profile:

PERSONAL

- High degree of character and competency
- A strong belief in Men of Iron's mission, vision and CORE 4
- Strong ability to connect and communicate with others
- Gifted in assisting others
- Organized
- Flexible

PROFESSIONAL

- Business administration experience
- Event planning & coordinating
- Successfully leading and managing 3rd party contractors & merchants

STRENGTHS

- Administrative tasks
- Event planning
- Details, details, details