



JOB VACANCY ANNOUNCEMENT
Executive Assistant
JOB # 73-0340

Full-Time, Non-Exempt Position

Posting Date: 3/1/2022

Position Description:

American General Media, Albuquerque location is seeking a full-time Executive Assistant to join our team! We're a family owned and operated company looking for a highly organized, fast paced & upbeat individual to assist the General Manager in all things administrative.

Essential Functions:

- Maximizing the General Managers time by assisting with:
 - Maintaining calendars
 - Email management
 - Creating documents
 - Running reports
 - Copying, scanning, and filing documents
 - Initiating phone calls on GM's behalf
 - Running errands as needed
- Gathering payroll information to be sent to Corporate for processing semi-monthly
- Gathering employee expense reports and ensuring it's approved by GM and sent to corporate in timely manner.
- Maintaining sensitive/confidential employee documents/information with the ability to ensure its properly sent to corporate office remaining confidential.
- Posting all job openings and working closely with corporate office to ensure all EEO requirements are being met.

Requirements:

- Computer skills including solid MS Word & Excel experience
- Highly Organized
- Excellent time management skills
- Ability to multi-task and prioritize work as needed

- Ability to stay focused with many distractions
- Ability to learn new skills quickly
- Excellent Verbal and Written Communication
- Ability to maintain confidential and sensitive written and oral information
- Minimum 2 years of prior experience as an Assistant
- Ability to handle tasks needed with little direction
- Maintaining a professional appearance
- Upbeat personality and demeanor
- A valid drivers license and clean driving record
- Reliable transportation
- Bilingual speaking English/Spanish a plus
- Basic knowledge of payroll a plus
- Basic understanding of HR functions a plus

Benefits

- Medical, Dental & Vision Insurance with company contribution
- Ancillary products available
- Employer paid life insurance
- 401K Plan + Match
- Sick and vacation
- 9 paid holidays per year

Submit resume to: agmneeo@gmail.com or mail to PO BOX 2700 Bakersfield CA 93303, Attn: HR Department.

Reference Job #73-0340. No Calls Please.

AGM is an EOE