

Administrative Assistant | AI

AmeriLux International is hiring! We are looking for our next A-Team member to join our growing team. Someone who has the ability to work independently while supporting an overall team mentality. We jump for new ideas and are always thrilled about a shakeup of processes for the better!

Role Facts:

- Reporting: Maintain and develop reporting to provide leadership with insight into the business.
- Answer and/ or direct incoming phone calls
- Organize and maintain reports and filing systems.
- Manage postal mail retrieval and distribution
- Monitor and replenish office supplies
- Greet customers and visitors to the office and ensure they are connected with the correct personnel.
- Assist with basic accounting duties.

What Really Excites Us:

- Thinks Analytically & Outside of the Box
- Not Afraid to Fail
- Open to New Ideas & Change
- Has Fun

The A-Team:

Skateboarders, Brainiac's, Fishermen, Photographers, Yoga Lovers, Video Game Enthusiasts, Writing Wizards, and every other type of personality out there. Above all else, we are a family.

The Inside Scoop:

We understand that applying to a new role can be intimidating, we have been there. We are different. We are not looking to hire professional interviewers; we are looking to hire good people. So take a breath and relax. We just want to get to know you.

Remember that you are in the interviewer chair with us. Most crucial, have fun and try not to take yourself too seriously.