

Administrative Assistant:

We are looking for an Administrative Assistant to work with Dawn Moore, President of AllFirst, and Blair Raggio, President of Allegiance Title. This person will work in our Preston Center office in Dallas, TX.

AllFirst is the holding company for Allegiance Title, which is based in Dallas, TX. Allegiance, although owned by a larger company, has a small company feel with the many benefits of a larger company. We have offices and brands across the state and we are looking for an Administrative Assistant to help us in our roles.

Administrative Assistant Job Responsibilities:

- Provides administrative support to ensure efficient operation of offices.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Organize and keep track of expenses and special company projects and events.
- Contributes to team effort by accomplishing related results as needed.

Administrative Assistant Skills and Qualifications:

- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Managing Processes
- Organization
- Analyzing Information
- Professionalism
- Problem Solving
- Supply Management
- Inventory Control
- Verbal Communication
- Positive attitude/willingness to do any task
- Critical thinker (thinks beyond the task at hand – what would be needed next?)

Education and Experience Requirements:

- High school diploma or equivalent education required.
- 2 years of administrative assistant experience, encouraged.
- Knowledge of appropriate software including Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat