

Los Angeles Trade-Technical College Career Center | E5-413
(Visit the Career Center or email Sec@lattc.edu to apply for posted positions)

Administrative Assistant

Full Time

Job Title:	Executive Assistant I (posted 7/21)	Job Number: 5193
Hours/Days:	Monday-Friday	Salary: \$3k/month
Approximate Location:	Cerritos	
Requirements:	<p>Skills Requirements: Graduation from a standard senior high school or equivalent. Four (4) year's experience clerical office and/or administrative work. PREFERRED EXPERIENCE: Experience using Microsoft Word and Excel; Experience using a multi-line telephone. Maintain and/or implement office filing systems; develop and maintain accurate and comprehensive files and records in accordance with state and divisional retention schedules; using a personal computer and applicable software; effectively conveying information and encouraging an exchange of ideas (Communication); identifying, defining and solving problems (Problem Solving).</p> <p>Job Description: Performs complex (journey-level) administrative support or technical program assistance work. Work involves coordinating the dissemination of information, developing filing systems, and coordinating internal administrative support work. This job is a position of public trust and requires a high degree of confidentiality in handling taxpayer records, information and payments. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.</p>	

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Administrative Assistant

Full Time

Job Title:	Administrative Assistant (posted 7/21)	Job Number: 5180
Hours/Days:	Monday-Friday	Salary: Negotiable
Approximate Location:	Santa Monica	
Requirements:	<p>Skills Requirements: Intermediate to advanced knowledge of Mac and/or PC platforms, Microsoft Word, PowerPoint and Excel; U.S. Citizenship may be required for positions requiring a U.S. government security clearance; Junior: up to one-year minimum experience, 3-5 years preferred; Mid/Senior Level: 1-2 years minimum experience, 6-8 years preferred. Education Requirements: Minimum: High School; Preferred: BS/BA.</p> <p>Job Description: Want to work in an exciting, challenging and intellectual environment? We are always seeking passionate and technically savvy Administrative Assistants to support Researchers in various disciplines. Multiple administrative assistant positions supporting Researchers and Directors across the organization depending upon experience level. This role requires a team player who is flexible, able to swiftly change pace, adapts to changing priorities and juggle a varied work mix while working under minimal supervision. We want individuals who are committed to our core values of quality and objectivity and who want to make an impact. We value qualified candidates with unique backgrounds and work experience. Successful candidates will possess: Excellent oral and written communication skills; Solid technical skills; Prioritizing professionalism within the workplace, demonstrating tact, courtesy, and discretion when working with clients and other staff members; Work both independently and effectively as a team player; Excellent organization skills with emphasis on multitasking; The capacity to work accurately with an attention to detail; Ability to be proactive and take initiative; Ability to multitask and prioritize a wide range of support responsibilities.</p>	