

Office Administrative Assistant

Piedmont investment Advisors, LLC is a Durham, NC based asset management firm with over \$2 Billion in assets under management.

The ideal candidate will possess a professional manner including actions and dress, have a strong work ethic, and a high level of organization. They must be able to pass a criminal background check

Duties:

- Greet visitors
- Answer incoming calls
- Check general office e-mail inbox and voicemail
- Open and close office daily
- Receive and distribute daily newspapers
- Make coffee as needed Prepare travel arrangements and itineraries
- Prepare out-of-pocket travel reimbursements
- Receive, sort, open and distribute correspondence
- Collect outgoing mail, add postage
- Order paper, copier, kitchen and general office supplies
- Maintain copiers, scanners, fax and postage meter services
- Order office lunches and track lunch spending
- Clean all common areas after lunches and meetings
- Complete office maintenance/service orders and follow-up as needed
- Add meetings to administrative calendar and assigns conference rooms
- Print weekly and monthly calendars for weekly meeting
- Order business cards and initial desk set-up supplies for new hires
- Maintain document shredding and water delivery schedule and adjust as necessary
- Prepare all UPS, USPS and Federal Express Packages and labels
- General Management Requests (copying, scanning, faxing, printing, mailing, etc)

To learn more about Piedmont Investment Advisors please visit us at www.PiedmontInvestment.com

Please send your cover letter summarizing qualifications as they relate to this position and resume to:

Piedmont Investment Advisors, LLC

ATTN: Tannia Rascon
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