



Gotcha Covered Part-time Administrative Assistant

We are looking for a part-time contract employee to join us and provide ongoing monthly support for the members of our HR team. The individual must be highly organized and motivated to perform scheduling, accounts payable/receivable coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information.

Responsibilities

- This is a 1099 part-time position with flexible hours ~20 hours per month.
- Will require agreement to confidentiality/nondisclosure of client information and Gotcha Covered HR processes and proprietary information.
- Remote work for most of the hours worked; occasional meetings at Owner's home office in River Ridge (which is our base of operations); occasional meetings at client's offices; required attendance at events, as-requested, such as trade shows, workshops, trainings, networking events, some of which may be outside of normal business hours (evenings; early morning coffees).
- Generate Monthly e-newsletters.
- Assist with social media outreach.
- Maintain group calendar.
- Assist with accounts payable and receivables.
- Create and maintain a document management system.
- Provide support to PowerPoint and other media presentations.

Skills Knowledge and Experience

- 3+ years in administrative support function
- Proof-reading, editing, and writing and organizational skills are a must!
- Communication skills are a must!
- Typing skills, Word, Power Point, Mailchimp
- College degree preferred
- Human Resource experience is a plus

Gotcha Covered is a New Orleans based Human Resources consulting firm that specializes in providing businesses with practical and cost-effective solutions to problematic challenges within the workplace.