

## Administrative Assistant Job Description

Beeline and Blue is a full-service graphics and sign company that specializes in wide format digital printing, full color printing and finishing, facilities management and equipment sales and support. Beeline and Blue provides high-quality print solutions by adopting leading edge technology and constantly exploring unique substrates and installation techniques that maximize quality and visual impact. Beeline and Blue advocates green initiatives and works with partners and suppliers to raise awareness and bring sustainable practices to the forefront of the print industry.

As a [ReproMAX](#) partner, Beeline and Blue is part of the largest, strongest and most advanced international network of reprographic companies in the world. This partnership gives us access to new technology and innovative service techniques earlier than any of our competitors and provides our customers with the finest products and services available in the industry.

### Job Summary:

The Administrative Assistant facilitates the efficient operation of the assigned department by performing a variety of clerical and administrative tasks. Candidates must be committed to quality, always paying attention to details, consistently delivering outstanding customer service, and able to function effectively in a fast-paced environment.

### Responsibilities:

- Answers and transfers phone calls, screening when necessary.
- Welcomes and directs visitors and clients.
- Maintains filing systems as assigned.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Maintains office supplies and coordinates maintenance of office equipment.
- Performs other related duties as assigned.

### Qualifications:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.

### Education and Experience:

- High school diploma or equivalent (required); Bachelor's degree in related field (preferred).
- Three to five years of experience in an administrative role a plus.

### Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**Job-Type:** Full-time

**Schedule:** Monday-Friday, dayshift hours 8 am-5 pm

**Work Location:** Our main hive, 2507 Ingersoll Ave, Des Moines, IA 50312.