

Company Name: Baer Testing, Inc
Company Address: 71106 Ledwich Ave, Yakima, WA 98902
Company Website: www.baertesting.com
Email: hr@johnemburey.com
Job Title: Administrative Assistant
Telephone: (509) 469-3968

We are seeking an Administrative Assistant who will provide support to the legal team all while working remotely.

A successful candidate will be highly collaborative and dedicated to providing high-quality administrative support to relevant team members, flexible and adaptable, with excellent writing skills and unwavering attention to detail.

The candidate must be highly trustworthy and exercise impeccable discretion when handling sensitive information and topics.

Responsibilities.

- Draft documents for attorney review including correspondence
- Schedule depositions, appointments and meetings
- Fax, mail, copy and scan documents
- Scan data into document management database
- Review daily mail updates and manage status on claims
- Gather, organize and update client files with pertinent information for claim
- Maintain firm calendar including scheduling deadlines and appointments.

Qualification

- Cooperative, and supportive relationships with peers, superiors, and internal clients.
- Ability to handle difficult calls in a mature, professional manner
- Ability to make decisions
- Strong familiarity with word processing software and spreadsheets, including Microsoft WORD, EXCEL, and Google Docs.
- Ability to quickly learn new software functions and features for supporting processes.
- Excellent analytical skills.
- Superior organization, attention to detail, and interpersonal/ communication skills, including strong writing skills.

Compensation:

- \$18.00/Hour
- Performance-primarily based bonuses
- Medical and dental coverage after 90 days.

Disclaimer: sensitive and personal data will not be requested by Baer Testing, Inc or its affiliates until a job offer is made and accepted.