



JOB POSTING

Administrative Assistant (Full-Time) Milwaukee, Wisconsin

We are a social enterprise that focuses on creating career opportunities for people who are blind or visually impaired. Be a part of our mission!

Under the direct supervision of the President & CEO this position provides administrative support for the President & CEO and Senior Staff. In addition to word processing, filing and scheduling, performs duties such as payroll administration, basic H.R. support, coordination of meetings and travel, and working on special projects. The right candidate will take the approach that no job is too big or too small.

Job Duties include:

- In collaboration with accounting and human resources, administer biweekly payroll for the entire organization.
- Provide administrative support to the President & CEO and other members of our Senior Staff team. This would include scheduling meetings and travel, support of human resources, distribution of mail, and developing reports and spreadsheets.
- Provide administrative support to our call center, as needed.

We require:

- A passion and commitment to fulfilling our mission and vision.
- Minimum of two years of experience working in an administrative/support role.
- Minimum keyboarding skills of 40 w.p.m. with 90 percent accuracy.
- Strong computer skills, specifically working with Microsoft Office products.
- Ability to deal with sensitive and confidential materials and situations. A high level of privacy and discretion.

We offer:

- Competitive compensation and benefits package.
- A culture that values delighting our customers, constant improvement, and fun!
- Opportunity to help create real jobs and upward mobility for people who are legally blind.
- An organization where our mission is the most important aspect of our bottom line.

Learn more about us at www.beyondvision.com

Send a resume, cover letter, and salary requirements to: hr@beyondvision.com