



Position Overview

This Administrative Assistant will play an important role in the day-to-day developments of Natirar, by working directly with Natirar's Founder, with professionalism and confidentiality. Responsibilities include handling multiple projects with accuracy and proficiency, including but not limited to: creating presentations, generating reports, compiling data from a variety of sources, coordinating travel, maintaining a variety of manual and electronic documents, analyzing data, tracking expenses and preparing expense reports, and contract management. Therefore, the ideal candidate is someone who is comfortable working with high-level executives, is quantitatively adept, able to multi-task, is a fast learner, and is adaptable in a progressive business environment.

Qualifications:

- Bachelor's degree in business or related field.
- Proven experience and success in an environment where exposure to highly confidential information and data was commonplace.
- Track record and reputation of demonstrating high degree of discretion and sound judgment.
- Exceptional interpersonal skills for positive and effective communication with a diverse population.
- Strong customer service orientation.
- Excellent verbal and written communication skills.
- Extremely organized and efficient in planning, prioritizing and executing a complex work load.
- Solid professional references for a strong skill set, meeting and exceeding job objectives within deadlines, and exceptional job performance.
- Must be flexible to adapt to changing business needs and/or ad hoc projects.
- Must be adept at multi-tasking and managing multiple priorities in a fast-paced environment.
- Proficient in all Microsoft Office applications, with an emphasis on Excel.
- Accounting experience preferred.

PHYSICAL REQUIREMENTS

Must be able to bend, stoop, and stretch to fulfill tasks. Requires manual dexterity, grasping, writing, standing, sitting, walking, repetitive motions, bending, and climbing

In the United States we are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

If you have a disability under the Americans with Disabilities Act or a similar law and you wish to discuss potential accommodations related to applying for employment at our company, please contact Montage Recruitment Manager at (949) 715-1396 and/or email such as accessibilityrecruitmentmanager@montage.com.