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Title

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**Administrative Assistant**

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**Job Description**

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CaptureISG is a 30+ year old market research center with our main office in Stuart, FL. We are growing again, and currently seeking a motivated professional, and team player with solid skills to perform work as a staff assistant and administrator. 25-40 hours weekly. We conduct a wide range of surveys, this is not a telemarketing position. A successful candidate will have exemplary typing and computer skills including but not limited to Excel and Powerpoint. Experience managing or performing a similar role at a medium or large company is a big plus. The candidate depending on our production needs may need to assist the team in conducting inbound or making outbound calls to perform a survey. This person will be working with numbers and occasionally producing company reports. Join our team and grow with us. We require this applicant to have experience working and/or managing people in a call center. College degree preferred.

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**Duties & Responsibilities**

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| • Make outgoing calls                                    | • Check and correct spelling and grammar as necessary |
| • Take incoming calls                                    | • Work a minimum of 25 hours per week                 |
| • Interview respondents according to the computer script | • Work a minimum of one Saturday a month, as needed.  |
| • Record answers with accuracy                           | • All other duties as assigned                        |
| • Occasionally producing company reports                 |   |

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**Supervision**

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The Administrative Assistant report directly to the Managing Director.

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**Essential Competencies & Skills**

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- Type 30 + WPM
- Ability to use Windows 7 – 10 Operating Systems
- Ability to use Microsoft Office and Google Suite
- Ability to multi-task with both telephone and computer applications
- Good customer service skills
- Good grammar and spelling skills