



Administrative Assistant – Fort Worth, Texas

CTC, Inc. is seeking a part-time Administrative Assistant to join our Fort Worth team. This role is responsible for a variety of tasks including basic HR functions, purchasing office supplies, answering phones and greeting guests, managing calendars, and arranging travel, among other responsibilities. We are looking to hire someone who is outgoing and friendly as well as professional and well-spoken.

CTC is an equal opportunity employer.

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Responsibilities

- Greet all visitors, applicants and vendors entering the building and assisting them as necessary
- Screen and send calls to the appropriate person or department head
- Oversee and schedule employee drug screening tests
- Purchase office supplies and run errands
- Provide administrative support to the executive team, project managers or other department managers, as needed
- HR tasks, such as new hire paperwork, etc.
- Arrange meeting setup and catering, travel arrangements, and other miscellaneous duties as needed.

Basic Qualifications

- Texas Driver's license and a dependable vehicle
- Prior experience in an administrative role
- Experience with Microsoft Suite - Outlook (specifically Outlook calendar management), Microsoft Word, Excel, Power Point.
- Experience in managing e-mails, calendars, and schedules.
- Experience in travel planning and expense reporting.
- High school diploma or equivalent

Desired Skills

- Outstanding written and verbal communication skills.
- Detail oriented and strong organizational skills
- High level of dependability
- Ability to take direction from multiple levels of professional staff
- A can-do attitude and active participant of our employee-owned culture