**Cheerful and Friendly Executive Assistant**

Intelligent Office is a locally owned, cheerful, and friendly office located in Downtown Boise. Our company is cutting edge. We provide communications and administrative support services to other businesses in an entirely new way. It's different, it's exciting and it's the future!

We are looking for a cheerful and friendly candidate to join our team as an **Executive Assistant!**

In this role, you will be working with other Executive Assistants to operate a switchboard and provide administrative support to our tenants, clients, and our clients’ clients on a regular basis. This is a full-time position.

**Ideal Candidate:**

* Confident and articulate – makes a good first impression in person as well as over the phone
* Great team player – operates well within the team to complete projects and partners with clients to meet their needs
* Works well alone – having a can-do attitude to efficiently complete tasks unsupervised
* Doesn’t shy away from tackling new projects and learning new things

**Necessary Skills**:

* Great communication
* Multi-tasking
* Detail oriented
* Customer service
* Flexible
* Adaptable
* Team player
* Familiarity with windows-based software
* Proficiency in Microsoft Office

**Compensation:**

* Starting: $15/hr plus potential bonus
* M-F 8am – 5pm (no weekends and no evenings!)
* Tuition assistance
* Paid holiday and birthday pay
* Free lunch on Fridays

**Location:**

Downtown Boise

* No car required, easily accessed by bus lines (bus pass paid for)
* Free parking space
* Bike Storage

**To apply:**

Send resume to: *careersboise@intelligentoffice.com*