



## Administrative Assistant

Logic of English is looking for a full-time Administrative Assistant to join our highly collaborative remote and hybrid team. This person will need to enjoy working with numbers and have strong attention to detail. In addition, this position will have frequent collaboration with other Logic of English team members. This position includes an eight-week introductory period.

### Job Description

#### Knowledge, Skills, and Abilities

- Knowledge of general office procedures
- Ability to remain flexible as daily priorities change
- Ability to organize work and manage time effectively
- Ability to think and act creatively when needed
- Ability to manage multiple tasks
- Willingness and ability to learn new computer programs and skills
- Customer service and communication skills, along with the ability to exercise independent judgment

#### Responsibilities

- Provide general administrative support to the LOE team
- Support customer service by entering school purchase orders and updating school account administration.
- Interface with the Content and Operations team to place product orders.
- Collaborate with suppliers to obtain quotes and pricing.
- Maintain digital records system for orders and invoices
- Reconcile and apply customer payment transactions

### Requirements

- High school diploma or equivalent
- Strong communication skills
- Strong attention to detail and numbers
- Excellent organizational skills and ability to multitask
- Minimum of 2-3 years of relevant work experience





## Benefits Package

- Paid vacation time (PTO)
- Annual paid volunteer time (VTO)
- Eight paid company holidays
- SIMPLE IRA Retirement Plan with employer matching program
- Professional education reimbursement
- Company-provided iPhone and MacBook
- Culture that embraces a healthy work-life balance

