

ADMINISTRATIVE ASSISTANT, FINANCE - Minnesota Twins (Minneapolis, MN)

The Minnesota Twins are seeking an administrative assistant who demonstrates a team player attitude with excellent organizational skills.

ESSENTIAL FUNCTIONS:

- Create and maintain schedules and set up meetings and meeting rooms
- Perform basic accounting functions as necessary
- Prepare, with some direction, management level presentation materials
- Receive/open mail, take phone calls and keep files current
- Handle ticket request for the department
- Handle charitable requests
- Manage office supplies / office equipment
- Coordinate various office functions
- Assist other members of the administration staff as necessary

QUALIFICATIONS:

- 2 – 4 years of administrative assistant experience
- Proficient in Microsoft Word, Excel, and Power Point
- Good knowledge of general office practice, business English, spelling and punctuation
- Excellent interpersonal communications skills
- Ability to multi-task

PLEASE BE SURE TO INCLUDE A RESUME ATTACHMENT TO YOUR PROFILE. IF YOU EXPERIENCE TECHNICAL DIFFICULTIES PLEASE CONTACT THE TEAMWORKONLINE WEBMASTER. NO PHONE CALLS PLEASE.

Note: When you apply for this job online, you will be required to answer the following questions:

1. YES/NO: DO YOU HAVE AT LEAST 2-4 YEARS OF ADMINISTRATIVE ASSISTANT EXPERIENCE?
2. YES/NO: ARE YOU PROFICIENT IN MICROSOFT OFFICE PRODUCTS?
3. WHERE DID YOU FIND OUT ABOUT THIS POSTING?