



209 Ninth Street
Lynchburg, VA 24504
(434)528-3041

CellaMolnar & Associates, Inc. is a Public Information and Outreach Business in Lynchburg that operates in a fast paced setting. We are seeking an outgoing, highly organized, responsible, professional, **Administrative Assistant Intern** to assist with a wide range of moderately complex administrative duties. Works under minimum supervision and receives detailed instructions for new assignments.

Responsibilities include, but not limited to:

- Performs general office duties including: typing, filing, faxing, travel arrangements, appointment and meeting coordination, photocopying, sort mail, running errands, ordering supplies, etc.
- Create and type routine documents including letters, memos, emails, and ensures accuracy in grammar and spelling
- Answers phones in a professional manner
- Entrusted with extremely confidential information
- Researches, tracks, and inputs data
- Maintains files
- Adheres to schedules and deadlines
- Assists with concept and approval of marketing materials
- Prepares and updates reports by collecting and analyzing information
- Coordinates and arranges meetings and workshops; prepare agendas; reserves facilities/equipment
- Extensive calendar management
- Proofreads and edits letters, mailings, press releases
- Attends meetings; takes notes; follows up with action items
- Welcomes guests and clients in person or on the telephone

Desired Qualifications:

High-level of customer service with the public

Professional in both appearance and conduct

Experience with Microsoft Office including Excel, Word and Power Point

Social Media and website content experience

Please contact Heather Kennedy at (434)528-3041 for questions or to set up an interview