



achieveglobal®

Facilities Support Assistant (Part - Time) Tampa, FL

For more than 30 years, AchieveGlobal's people-focused culture has helped organizations turn strategy into results through the power of their people. Today, AchieveGlobal's team researches and implements strategically linked training programs that help companies generate measurable results in the areas of Sales Effectiveness, Leadership Development, and Customer Service.

This highly visible position will **primarily** be expected to provide professional, reliable and knowledgeable front desk and reception support.

Key Responsibilities will also include:

- Mailroom/Shipping - incoming & outgoing mail, shipping/receiving and associated processes
- HQ Office Supplies, including kitchen supplies and shipping materials – orders, account reconciliation and distribution
- Assist the Facilities Services Coordinator in interacting with vendors, building management, visitors, & associates in all facility-related issues
- Preparation of training and conference rooms as well as the break room

The successful candidate will have:

- 1-2 years reception/front desk phone/customer service/office support experience
- 1-2 years mailroom/shipping experience
- Demonstrable competency in MS Office, specifically Excel & Word
- Data Entry experience and experience working within a database
- The ability to lift 30+ lbs. regularly and to sit for long periods of time, with limited ability to be away from the front desk during the day

Benefits

AchieveGlobal's benefits stand out to provide the associate with peace of mind and allow them to focus on the business at hand. Some examples for this part-time role include:

- Company-paid holidays
- Personal holidays and sick time
- Tuition Reimbursement
- Relaxed Professional Dress Code
- Eligibility for 401(k) Program with Employer Match

To Apply:

For consideration, please visit at www.achieveglobal.com/careers. There, you will be able to read a full job description, apply and attach your resume.

AchieveGlobal is an Affirmative Action/Equal Opportunity Employer striving for strength through diversity.