

Job Description: Administrative Assistant



LANTEC of Louisiana, a leader in the corporate training/professional development industry, is looking for a reliable, energetic and detail-oriented professional with a proven track record who enjoys being part of a team to join our fast-paced training center in Baton Rouge as an Administrative Assistant. Founded in 1999, LANTEC is a Louisiana-based, multi-location training center that services both local private businesses and federal government clients nationwide. Learn more by visiting: www.lantecctc.com

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Create/maintain accurate documentation to support training attendance records
- Answer and route busy multi-line phone system
- Track training courses scheduled/completed using Excel
- Create, track and organize grant related documentation
- Assist with local errands, courseware inventory, copying/scanning/storing documents
- Manage outbound email correspondence to confirm upcoming training
- Helpdesk assistance (customer service phone + email communication)

EXPERIENCE REQUIRED WITH:

- Excel / Outlook
- Multiline phone routing, professional/courteous telephone manners
- Accurate data entry, database management
- Helpdesk assistance or Call Center Service (preferred)

QUALIFICATIONS:

- High School Diploma required, some college/technical school preferred
- Reliable transportation and ability to work 7:30AM-4:30PM Monday-Friday at our Baton Rouge training center location, *with flexibility for earlier start if needed (6:30 or 7am with earlier dismissal)*
- 3 years' experience MS Excel
- Proficient in MS Office
- Tech savvy—experienced with virtual meeting platforms (Zoom, Teams)
- The ability to manage multiple tasks simultaneously
- Professional appearance/demeanor/phone voice
- Superb verbal and written communication skills, organizational skills, efficient time management, and the ability to handle sensitive information with the highest degree of integrity and confidentiality.

PAY/BENEFIT INFORMATION:

We offer our Full-Time employees competitive compensation (range is \$28k - \$30K annually, DOE) and attractive benefits including: medical, vision, dental, life, paid holidays and personal days, retirement savings plan, and a week off between Christmas & New Year's holidays.

Send your resume and cover letter to mlaborde@lantecctc.com for immediate consideration. NOTE: A cover letter is **REQUIRED** for consideration.

LANTEC is an Equal opportunity employer M/F/Vet/Disability.

Baton Rouge | Lafayette | New Orleans

www.lantecctc.com