



Michigan Elite Football Club was established in 2009 to enhance the brand of football in Michigan by creating a safe, structured, and competitive off-season developmental program. We conduct weekly position training sessions for players of all ages, participate in local and national 7v7 tournaments, visit colleges, and provide recruiting guidance. Our training camps are non-contact and designed to enhance and develop new skills to achieve new levels of play and self confidence

Our company is seeking a part-time Administrative Assistant to manage the office, supervise staff and handle duties for upper management. We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position. The ideal candidate for this job is resourceful, a good problem solver and organized. Assuring a steady completion of workload in a timely manner is key to success in this position.

Duration: Weekends from November-May

Salary: Competitive

Technical Skills:

- Coordinating Meetings and Conference Calls
- Creating and Maintaining Databases
- Microsoft Excel
- Microsoft Office
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- Office Equipment

Administrative Assistant Responsibilities:

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies
- Providing real-time scheduling support by booking appointments and preventing conflicts
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations
- Screening phone calls and routing callers to the appropriate party
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research
- Greet and assist visitors
- Maintain polite and professional communication via phone, e-mail, and mail
- Anticipate the needs of others to ensure their seamless and positive experience
- Payroll
- Player registration and Check In

Preferred Administrative Assistant Requirements:

- Associate's Degree in related field
- Prior administrative experience
- Excellent computer skills, especially typing
- Attention to detail
- Desire to be proactive and create a positive experience for others

Website: Michiganelitefootballclub.com

Contact: elitefootballcamps@gmail.com

Resume Submission: Please email your resume and cover letter to elitefootballcamps@gmail.com