



# Administrative Assistant

## Join Our Movement!

Burke is growing rapidly and we're looking for an energetic and organized Administrative Assistant who is seeking new skills and experiences to join our team and help us take play to a higher level.

## What Moves You?

We're not going to lie; this is an amazing opportunity. It requires hard work, a lot of innovation and enthusiasm and, of course, an abundance of *Purple Passion* (def. a love of play, bringing play to communities and specific love of Burke and those you work with)!

## Administrative

The written voice of the company through lead processing and the verbal voice of the company through answering phones and greeting visitors. Our ideal person will be articulate and clear while communicating with both internal and external contacts.

## Support

Help us be our best by supporting executive management and other departments by preparing a variety of correspondence, preparing reports, filing, reviewing incoming proposals, scheduling meetings, assisting with event planning and arranging travel.

## Organized

If you enjoy organizing and coordinating activities in the office, this just might be the right opportunity for you! As a rapidly growing firm, we need to be sure that our workspace is organized and our meetings and events are carefully planned.

## Teamwork

We have an awesome team at Burke and the right individual for this role will fit well within our culture of teamwork, straightforward and open communication. Oh, and you need to have a passion for play!

## Added Bonus

This position offers a unique opportunity to learn new skills and develop with a growing company.

## Qualifications That Move Us!

- High interest in learning new skills and develop with a growing company.
- High self-initiative, excellent organizational and follow up skills, ability to multi-task with strong attention to detail to support numerous people and departments.
- Solid written and verbal communication skills to interact with internal and external team members.

- Professional appearance and demeanor.
- Associate's degree in a related field or combination of education and experience.

### **Let's Get Moving!**

Introduce yourself by visiting this link <https://www.cindexinc.com/c/646E48> to take our brief Culture Index personality survey and **Join our Movement at burke!**