



Joylux is an emerging health technology company creating home-use LED-based medical devices and consumer products to help improve pelvic floor disorders in women. Our products are sold in over 17 countries around the world.

Position: Administrative Assistant

Job Position: Part Time

Job Location: Seattle, WA

Reporting Structure: CEO

Overview:

Joylux, Inc. is seeking a part-time Administrative Assistant to manage our dynamic and growing Madrona office and handle duties for upper management. We are looking for an individual who is a self-starter, proficient with administrative skills and driven to make a difference in women's lives. The ability to multi-task and move quickly is essential. The ideal candidate is resourceful, a good problem solver and organized. Assuring a steady completion of work in a timely manner is critical. Work hours will average 20 hours/week.

Job Responsibilities:

- Implement and monitor projects as directed by management
- Advanced knowledge of MS Office products (Word, Outlook, Excel & PowerPoint)
- Prepare, proof and/or edit PowerPoint presentations
- Arrange conferences, appointments, meetings, and travel reservations
- Answering, screening, and directing incoming calls
- Sorting and distributing incoming correspondence
- Generate memos, emails and reports

- Maintain an organized filing system for both physical and electronic files
- Assume responsibility for maintenance of office equipment, including computers, copy machines and postage machine
- Maintain office supplies by checking inventory and placing orders for replenishment as necessary
- Prepare and mail USPS/FedEx packages

Qualifications:

- Bachelor's Degree is preferred.
- At least 1-2 years' experience in administrative assistance/office assistance.
- Excellent phone manner and verbal and written communication skills
- Proactive with the ability to independently prioritize and multi-task
- Superior organizational skills and a strong sense of responsibilities

Please send resumes to info@joyluxinc.com and reference job: Administrative Assistant