



Office Assistant/Proctor at Intellectual Point

Intellectual Point is seeking a highly motivated and enthusiastic Office & Proctor Assistant to join our team. This position offers long-term career growth with an established leader in the corporate & government training space. This is an exciting opportunity to become part of a forward-thinking organization that is focused on providing quality service and top-notch training in fields such as Cyber Security, Project Management, Networking, etc. This position is full-time and requires weekend availability.

Experience and Skills Required:

- Administer PearsonVUE, CLEP, PSI, Kryterion and other required tests
- Verify identity, process log, and sign-in sheets and admit test candidates
- Capture and process information of walk-in test candidates
- Process test taker's data and admit the candidates to the secure testing room
- Monitor students and candidates taking the tests and enforce required policies firmly & courteously
- Maintain required records in the filing system
- Answer telephones from clients and test takers seeking information on training & testing, etc.
- Communicate courteously with students, potential clients, and general public
- Receive, receipt, and deposit monies for testing & training
- Maintain and communicate the training and testing schedules
- Send out emails to potential clients informing them about upcoming training
- Prepare and manage correspondence, reports, and documents
- Help maintain office systems, test systems
- Communicate verbally and in writing to answer inquiries and provide information
- Organize and assist with internal and external marketing events
- Assist with social networking and media relations using LinkedIn, Twitter and Facebook
- Assist with student outreach, business development, and lead capture and follow-up

Qualifications & Skills:

- Excellent Customer relation & excellent Communication skills
- Dependable and accountable within areas of responsibilities
- Excellent Microsoft Word and PowerPoint skills
- Requires basic computer hardware and software troubleshooting experience
- Excellent experience in answering telephones
- Experience crafting email messages, flyers and course brochures
- Flexible and willing to a willingness to work weekends is a must
- Ability to take direction
- Problem-solving skills are a must
- Salary is based on experience.

Please send a copy of your resume to: contact@intellectualpoint.com