

# Senior Administrative Professionals (Two Positions Open)



**PLEASE NOTE: If you intend to apply for one of these two open career positions, you will need to follow the directions at the end of this ad by completing an application for employment with us.**

The Conley Group is a national award-winning company that has been recognized as being the best. We are seeking a two highly-intelligent, way above average, hard-working, top-notch, experienced individuals to provide senior-level administrative, general office support with a variety of clerical, accounting, scheduling, training, human resources, special project and related business tasks in our spacious west-side office.

Since our office is a consistently fast-paced environment with significant multitasking, our new Senior Administrative Professionals will need to be ultra-organized and highly-energetic. They will need to be intelligent, honest, energetic, possess attention to detail and be able to do a great job with minimal supervision and maximum results. While a college degree is not required, a degree is greatly preferred. A successful track record with a minimum of five years' experience in a fast-paced professional office environment or similar position is required.

Our new Senior Administrative Professionals will be responsible for pleasantly handling incoming telephone calls, greeting guests and interacting with other employees when needed. Being able to calmly and unemotionally work well with others is a priority of the position. The successful candidate will need to possess robust computer skills, analytical skills, and dress in a professional manner. Possessing a very high skill level in All Microsoft Office programs, especially Excel, is needed from day one. Additional duties include forwarding necessary information to, and interacting with, our customers. A high level of organization is absolutely necessary to succeed. Excellent

verbal and written communication skills are required. Proofreading of correspondence is also a part of the job. The ability to work independently on assigned tasks and job responsibilities, as well as to willingly accept direction on given assignments is a must.

A valid driver's license, a working phone and no criminal convictions (other than minor traffic) are also requirements of the position. The successful candidate will need to possess attributes of integrity, confidentiality, professionalism, stability, punctuality, dependability, and attention to detail. Good character is essential as is the desire to work in a conservative, well-established, and highly-structured organization. Preference is given to honorably-discharged United States Military Veterans.

This job and working at our organization is not the right fit for everyone. If you prefer to work in the monotonous, unfulfilling and repetitive daily grind of being an employee in a "big" company where you are a number and not an individual, then this job is likely not for you. However, if you want to be a highly-valued member of a successful, dynamic, "Best in Class" organization, and if you are smart, possess commonsense, and are not a tobacco user, then we may be a perfect fit for you at our conservative west side office.

The salary (with full benefits) will be commensurate with education, experience and demonstrated capabilities. Please apply in person Monday-Friday between the hours of 9:00 a.m. through 4:00 p.m. or apply online at <http://www.theconleygroup.com/app.asp>. Those individuals who are considered as viable candidates for this position will be personally contacted for an interview.

**The Conley Group, Inc.**  
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[www.theconleygroup.com](http://www.theconleygroup.com)

Associated Web Links:

- <https://www.facebook.com/The-Conley-Group-Inc-131270096949159>
- <http://www.theconleygroup.com/president-s-bio.html>
- <http://www.theconleygroup.com/mission-vision-values.html>
- <https://www.youtube.com/channel/UCJkkBU9670VxSEXc86oZUCw>