

Administrative Assistant

The Marker Group is a prominent national company in northwest Houston that provides primarily defense litigation support services including record collection and analysis and medical review for complex legal cases. Marker's is growing and we are looking for motivated, dependable people. Successful candidates will be detail oriented and able to meet deadlines. This position is a fulltime position that offers competitive compensation and great benefits.

Requirements:

- Must be a self-starter with desire to provide first-class customer service.
- Must be an excellent communicator – oral and written.
- Ability to enter concise notes in the computer system.
- Strong interpersonal skills are necessary in order to communicate by phone or email.
- Ability to multitask within Windows using multiple applications.
- Strong attention to detail and ability to troubleshoot issues.
- Ability to work in a fast-paced environment
- Ability to multitask with high degree of accuracy and efficiency.
- Must be high energy and willing to learn.
- Ability to work independently as well as part of a team.
- Sound judgment and logical decision-making are critical in this position.
- Minimum of 2-3 years experience in an office environment

We are an equal employment opportunity employer.