

Administrative Assistant:

Job Responsibilities and Duties:

- Answer phone calls and direct callers
- Process Invoices and review daily
- Maintain accounts payable and accounts receivable
- Maintain payroll, bank statements and bank deposits
- Assist with scheduling of technicians
- Assist with parts ordering and inventory
- Run weekly, monthly and yearly reports including w-2's and 1099's
- Maintain current licenses with city and state as required

Administrative Assistant Skills and Qualifications

- Prior experience in office management preferred
- Outstanding verbal and written communication
- Attention to detail and effective organizational skills
- Competence with Quickbooks, MS Office and Excel
- Excellent initiative and the ability to multi-task

Job Type: Full-time

Pay: \$14.00 - \$18.00 per hour