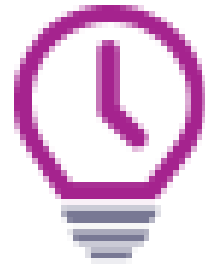


Administrative Assistant



247 Labs

Phone :

Web :

Job Summary

Vacancy :

Deadline : Sep 05, 2024

Published : Aug 05, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Introduction:

We are seeking an experience, fast, detail-oriented and highly organized Administrative Assistant to join our team full-time.

Responsibilities:

1. Administrative Support:
 - Answer admin related emails, and other correspondence.
 - Assist in the preparation of regularly scheduled reports.
 - Assisting in setup the employee tools.
 - Other administrative support as requested by the managers
2. Report Management:
 - Compile, organize, and maintain various reports and documents.
 - Assist in the preparation of financial, operational, and administrative reports.
 - Collaborate with team members to gather necessary information for reports.
 - Other reports as requested by the managers.
3. Accounting and Bookkeeping Assistance:
 - Assist in basic accounting tasks such as invoice processing, expense tracking, and reconciliation.
 - Prepare financial documents such as invoices, bills, and accounts payable and receivable.
 - Maintain accurate records of financial transactions.
 - Provide monthly Profit / Loss Reports and other frequent reports.
 - Track financials of the company and provide alerts and recommendations with cost improvements.
 - Other book keeping tasks as requested by managers.
4. General Administrative Duties:
 - Perform data entry tasks and maintain accurate records.
 - Handle sensitive information in a confidential manner.
 - Assist in the coordination of office activities and operations to secure efficiency and compliance with company policies.
 - Assist in resolving administrative problems and inquiries.

Requirements:

- Proven experience as an administrative assistant, office admin assistant, or similar role.
 - Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
 - Basic understanding of accounting principles and practices.
 - Excellent organizational and time management skills.
 - Strong attention to detail and accuracy.
 - Ability to multitask and prioritize tasks effectively.
 - Excellent written and verbal communication skills.
 - High school diploma; additional qualification in Office Administration or related field is a plus.
 - Experience with Accounting software such as Quickbooks or book experience experience is a plus.
- Join our team and contribute to the smooth operation of our office environment while gaining valuable administrative and accounting experience.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
