

JOB SUMMARY: Administrative Assistant

Local Real Estate/Oil & Gas Company/Rental Company is now accepting applications for an Administrative Assistant in Morgantown, WV.

This position is responsible for providing a full range of receptionist, secretarial, and administrative functions for the company owner and employees.

This position has many different aspects and requires a multi-tasker who can work independently as well as when given directives. Candidate must be efficient, reliable, and honest. General administrative skills are essentials.

This position requires the ability to work well in a team environment and possess exceptional interpersonal and organizational skills.

GENERAL JOB DESCRIPTION:

- Answering all incoming calls/emails and re-routing them to relevant parties
- General administration duties, photocopying, filing, etc...
- Maintaining an orderly system for scheduling and tracking Owner's calendar
- QuickBooks: Paying invoices/data entry/reconciling/tracking receipts and receivables
- Assist in other accounting duties as needed
- Perform assigned and additional duties accurately and in a timely manner
- Deliver exemplary customer service to callers, customers, vendors, and employees
- Monitoring inventories and ordering supplies
- Maintaining an organized database of clients, vendors, and employees

PREFERRED QUALIFICATIONS:

- College degree or Associates degree preferred.
- 1-3 years' experience in administrative support or office management.
- Knowledge of QuickBooks billing, invoicing, and reconciliation procedures.
- Strong Microsoft Office skills/Windows-based e-mail and proficient in Excel.
- Ability to operate basic office equipment (telephone system, printer, fax, copier, etc...).
- Strong communication skills, both verbal and written.
- Attention to detail.
- Friendly, out-going, and welcoming personality.

WORKING CONDITIONS

- General office environment
- Business/ Business Casual Dress Policy
- Office hours 8:30 AM -5:00 PM Monday through Friday (37.5 hours per week) with occasional evenings and weekends as needed.

BENEFITS:

- Medical
- Salary commiserate with experience
- Continued training/education
- Vacation time
- We offer a growth opportunity for those who are willing to learn and develop their skills.

Serious inquiries only.

Submit cover letter, resume, and contact information for three references to:

Julie Mills, CPO®
Owner
All Squared Away, LLC
info@allsquaredaway.com