

No expCurrently 24 peoplesOfficeClerk450Cash



hide this posting

Location

Nevada

<https://www.genclassifieds.com/x-741131-z>

QR Code Link to This Post We are currently in search of Personal Assistant Needed for Tomorrow 2/4 peoples Need Office/Clerk___\$450Cash. This is light production work, no heavy lifting, ongoing assignment. 10 positions to fill this week. 7am-3:30pm///4pm-11:30pm. \$50 per hour. 40+ hours week. Reply with your name phone number ASAP.

 https://www.genclassifieds.com/x-741131-z No expCurrently 24 peoplesOfficeClerk450Cash hide this posting unhide	 https://www.genclassifieds.com/x-741131-z No expCurrently 24 peoplesOfficeClerk450Cash hide this posting unhide	 https://www.genclassifieds.com/x-741131-z No expCurrently 24 peoplesOfficeClerk450Cash hide this posting unhide	 https://www.genclassifieds.com/x-741131-z No expCurrently 24 peoplesOfficeClerk450Cash hide this posting unhide	 https://www.genclassifieds.com/x-741131-z No expCurrently 24 peoplesOfficeClerk450Cash hide this posting unhide	 https://www.genclassifieds.com/x-741131-z No expCurrently 24 peoplesOfficeClerk450Cash hide this posting unhide	 https://www.genclassifieds.com/x-741131-z No expCurrently 24 peoplesOfficeClerk450Cash hide this posting unhide	 https://www.genclassifieds.com/x-741131-z No expCurrently 24 peoplesOfficeClerk450Cash hide this posting unhide	 https://www.genclassifieds.com/x-741131-z No expCurrently 24 peoplesOfficeClerk450Cash hide this posting unhide	 https://www.genclassifieds.com/x-741131-z No expCurrently 24 peoplesOfficeClerk450Cash hide this posting unhide
---	--	--	--	---	--	--	--	--	--



WE ARE IMMEDIATELY HIRING AND LOOKING FOR SOMEONE WHO CAN FILL FRONT DESK RECEPTIONIST AND FILE CLERK THAT THE ROLE OF ANSWERING PHONES, LIGHT DATA ENTRY, FILING AND GENERAL OFFICE. THIS IS A FULL TIME POSITION. HOURS WOULD BE 9:30 AM TO 6 PM. THE PROPER CANDIDATE WILL BE PERSONABLE, AND HAVE A PLEASANT PHONE VOICE AND PERSONALITY. SOME OFFICE EXPERIENCE IS PREFERRED, BUT NOT ABSOLUTELY NECESSARY. PLEASE HAVE YOUR OWN TRANSPORTATION AND BE ABLE TO WORK 5 DAYS A WEEK. WE OFFER PARTIALLY SPONSORED HEALTH INSURANCE, SICK DAYS, 2 WEEKS VACATION AFTER 6 MONTHS AND PAID HOLIDAYS.





=====WELL-KNOWN NATIONWIDE SHIPPING AND RECEIVING COMPANY IS LOOKING FOR CANDIDATES TO DO LOADING AND UNLOADING IN THEIR WAREHOUSE FOR 2 WEEKS DURING THE HOLIDAY SEASON.

THIS IS A GREAT WAY TO GET YOUR FOOT IN THE DOOR WITH A WELL KNOWN INDUSTRY LEADER.

IF INTERESTED, PLEASE SEND RESUME AND INFO BY EMAIL.

ESTABLISHED COMPANY SEEKING TO ADD AN ADDITIONAL PAYROLL/ACCOUNTING CLERK. RESPONSIBILITIES INCLUDE MULTIPLE TASKS RELATED TO WEEKLY PAYROLL PROCESSING SUCH AS COMMISSION COMPUTATIONS, DATA ENTRY AND AUDIT REQUESTS. PERFORMANCE OF A VARIETY OF MODERATELY COMPLEX ACCOUNTING ACTIVITIES RELATED TO THE PAYMENT, RECEIPT, RECONCILIATION, AND DISBURSAL OF COMPANY FUNDS; COMPUTE, CLASSIFY, AND RECORD ACCOUNTING TRANSACTIONS INTO THE COMPANY'S ACCOUNTING SYSTEMS AND APPLY A WORKING KNOWLEDGE OF APPLICABLE ACCOUNTING PRINCIPLES.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- UPDATE AND MAINTAIN WEEKLY PAYROLL AND BONUS CALCULATION FORMS UTILIZING MICROSOFT EXCEL.
- CALCULATE AVERAGE HOURLY WAGE ADJUSTMENTS FOR MULTI-PROJECT PAYROLL.
- RECORD CHANGES AFFECTING WAGES SUCH AS EXEMPTIONS, INSURANCE COVERAGE, AND LOAN PAYMENTS.
- REVIEW WAGES REPORTED/COMPUTED AND CORRECT ERRORS TO ENSURE ACCURACY OF PAYROLL.
- PROVIDE WEEKLY PAYROLL DATA ENTRY AND RECONCILIATION FOR MULTIPLE DIVISIONS WITHIN STRICT TIMELINES.
- CALCULATE AND ISSUE FINAL WAGES FOR TERMINATED EMPLOYEES.
- RECORD DATA CONCERNING TRANSFER OF EMPLOYEES BETWEEN DEPARTMENTS.
- PREPARE MANUAL PAYCHECKS AS NECESSARY.
- ASSEMBLE, AUDIT AND MAINTAIN NEW HIRE PERSONNEL FILES FOR ASSIGNED DIVISIONS.
- COMPLETE REQUIRED TRAINING AND CERTIFICATION PROGRAMS.
- PROVIDE GUIDANCE TO PROJECT SUPERVISORS RELATIVE TO ACCURATE COMPLETION OF REQUIRED NEW HIRE PAPERWORK WITHIN STATED TIMELINES.
- RECORD, CLASSIFY AND SUMMARIZE ACCOUNTING TRANSACTIONS WITHIN APPROPRIATE DIVISIONS/DEPARTMENTS.

- â€¢ COMPILE SOURCE DOCUMENTS, VERIFY ACCURACY AND DISBURSE PAYMENTS IN ACCORDANCE WITH ESTABLISHED PROCEDURES.
- â€¢ MONITOR COMPANY CREDIT CARD EXPENSES, COLLECT AND RECONCILE RECEIPTS, RAISE AWARENESS ON QUESTIONABLE TRANSACTIONS.
- â€¢ MAINTAIN RECORDS THROUGH FILING, RETRIEVAL, RETENTION, STORAGE, COMPILATION, CODING, UPDATING, AND PURGING.
- â€¢ RESPOND TO INTERNAL INQUIRIES. CHECK ACCOUNTING TRANSACTIONS TO LOCATE AND RESOLVE DISCREPANCIES.
- â€¢ UTILIZE VARIOUS SOFTWARE APPLICATIONS, SUCH AS MICROSOFT EXCEL SPREADSHEETS AND RELATIONAL DATABASES, TO ASSEMBLE, MANIPULATE AND/OR FORMAT DATA AND/OR REPORTS.

JOB-RELATED QUALIFICATION STANDARDS:

- â€¢ TWO YEARS RELATED EXPERIENCE AND/OR TRAINING; OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.
- â€¢ ABILITY TO READ AND INTERPRET DOCUMENTS.
- â€¢ ABILITY TO WRITE ROUTINE REPORTS AND CORRESPONDENCE.
- â€¢ ABILITY TO SPEAK EFFECTIVELY.
- â€¢ ABILITY TO CALCULATE FIGURES AND AMOUNTS SUCH AS PERCENTAGES.
- â€¢ ABILITY TO MEET DEADLINES CONSISTENTLY.
- â€¢ ABILITY TO PROVIDE EXCEPTIONAL CUSTOMER SERVICE
- â€¢ ABILITY TO WORK INDEPENDENTLY AS WELL AS WITHIN GROUPS WITH CONFIDENTIAL MATERIAL.
- â€¢ MUST POSSESS THE ABILITY TO PRIORITIZE IN A HIGH-VOLUME, FAST PACED WORK ENVIRONMENT.
- â€¢ MUST DEMONSTRATE ATTENTION TO DETAIL AND HAVE GOOD ORGANIZATIONAL SKILLS.
- â€¢ ABILITY TO INTERPRET A VARIETY OF INSTRUCTIONS FURNISHED IN WRITTEN, ORAL, DIAGRAM, OR SCHEDULE FORM.
- â€¢ MUST DEMONSTRATE PROFICIENCY IN UTILIZING MICROSOFT WORD, EXCEL AND WINDOWS.
- â€¢ PREVIOUS PAYLOCITY AND QUICKBOOKS EXPERIENCE PREFERRED.

DISCLAIMER: THIS JOB AD HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE OF THE JOB REQUIREMENTS. IT IS NOT DESIGNED TO CONTAIN OR BE INTERPRETED AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES ASSIGNED TO THIS JOB.

YOUR FULL-TIME ROLE WILL INCLUDE PROVIDING A FULL RANGE OF OFFICE MANAGEMENT DUTIES INCLUDING:

- â€¢ DAY-TO-DAY RUNNING OF THE OFFICE IN CONJUNCTION WITH THE OTHER OFFICE MANAGERS.
- â€¢ PROVISION OF SUPPORT TO THE HOSPITAL ADMINISTRATOR.
- â€¢ ASSISTING PET OWNERS AND REFERRING VETERINARIANS.
- â€¢ RECORD KEEPING.
- â€¢ STAFF MANAGEMENT AND HUMAN RESOURCES.
- â€¢ DAILY AND MONTHLY BOOKS MANAGEMENT.
- â€¢ PAYROLL.
- â€¢ PRODUCTION OF REPORTS AND EDUCATIONAL PACKAGES.
- â€¢ SOME MARKETING DUTIES.
- â€¢ OTHER HADDOCK DUTIES AS REQUESTED.

YOU WILL HAVE THE FLEXIBILITY TO IMPLEMENT NEW PROCEDURES AND SYSTEMS TO IMPROVE THE SMOOTH RUNNING OF THE OFFICE. THIS POSITION WILL SUIT YOU IF YOU HAVE GOOD INTERPERSONAL AND COMMUNICATION SKILLS, AND OFFICE MANAGEMENT EXPERIENCE. YOU NEED TO BE EXCELLENT WITH NUMBERS, SELF-DIRECTED, DETAIL ORIENTED, ORGANIZED AND HAVE PROBLEM-SOLVING SKILLS.

APPLICANTS MUST HAVE:

- â€¢ PREVIOUS VETERINARY HOSPITAL OFFICE MANAGEMENT EXPERIENCE.
- â€¢ A PASSION FOR THE FIELD OF VETERINARY MEDICINE.
- â€¢ EXPERIENCE WITH QUICK BOOKS, OR SIMILAR ACCOUNTING PACKAGES.
- â€¢ EXTENSIVE EXPERIENCE WITH MICROSOFT OFFICE SUITE OF PRODUCTS INCLUDING ADVANCED MICROSOFT WORD AND EXCEL SKILLS.
- â€¢ EXPERIENCE USING DATABASE MANAGEMENT SYSTEMS.
- â€¢ EXCELLENT INTERPERSONAL, ORAL AND WRITTEN COMMUNICATION SKILLS.
- â€¢ A POSITIVE DISPOSITION.

BENEFITS:

- â€¢ COMPETITIVE PAY. PAY RANGES FROM \$15.00-\$20.00/HR DOE
- â€¢ PAID TIME OFF.
- â€¢ HEALTH, DENTAL, VISION AND LIFE INSURANCE.
- â€¢ 4TH WITH MATCHING.
- â€¢ CLOTHING ALLOWANCE.
- â€¢ DISCOUNT EMERGENCY CARE FOR YOUR PETS.
- â€¢ STABLE, PLEASANT WORKING ENVIRONMENT. ALL CURRENT OFFICE MANAGERS HAVE BEEN HERE OVER 10 YEARS. THIS OPENING IS DUE TO A RETIRING EMPLOYEE.

OUR GROWING MANUFACTURING CLIENT IS PARTNERING WITH STAFFING PARTNERS IN SEARCH OF AN EXPERIENCED ADMINISTRATIVE ASSISTANT / RECEPTIONIST FOR THIS IMMEDIATE LONG TERM TEMPORARY OPPORTUNITY. THE ADMINISTRATIVE ASSISTANT HANDLES A WIDE ARRAY OF OFFICE DUTIES WHILE PROVIDING OUTSTANDING INTERNAL AND EXTERNAL CUSTOMER SERVICE. ENSURES ALL VISITORS ARE CHECKED IN PROPERLY, ANSWER CALLS USING A MULTI-LINE PHONE SYSTEM WITH PROPER PHONE ETIQUETTE. PROCESSES VARIOUS PAPERWORK AND LOGS ACCURATELY. ASSIST WITH COURIER SHIPPING LABELS AND CONFIRMING RECEIPT OF PACKAGES THROUGH VARIOUS COURIERS AND VENDORS.

LONG TERM TEMP FOR APPROXIMATELY 12 WEEKS OR LONGER FOR LEAVE OF ABSENCE.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ANSWER PHONES PROMPTLY
- ENSURES VISITORS ARE CHECKED IN/OUT
- PROCESS INVOICES AND POD'S ACCURATELY FOR ACCOUNTS PAYABLE
- ACCURATELY PROCESS AND DISTRIBUTE PICK TICKET ORDERS
- INPUT SHIPPING LOG INFORMATION IN VARIOUS EXCEL SPREADSHEETS AND EMAIL TO APPROPRIATE MANAGEMENT
- REVIEW AND CONFIRM ALL INFORMATION ON RECEIVING LOGS ARE ACCURATE AND KEYED IN SYSTEM CORRECTLY
- PREPARE AND PROCESS ALL REQUIRED DOCUMENTATION FOR INTERNATIONAL LOADS
- WORKS CLOSELY AND ESTABLISHES GREAT COMMUNICATION WITH USDA AND BROKERS
- INVENTORY CONTROL FOR VARIOUS OFFICE AND PLANT SUPPLIES
- UPKEEP OF PROCEDURE MANUAL OF ALL DUTIES
- MAINTAIN GENERAL CLEANLINESS OF OFFICE

â€¢ FILING AND RETENTION OF LOGS

â€¢ MAY PERFORM ADDITIONAL DUTIES AND FUNCTIONS AS ASSIGNED BY OFFICE MANAGER/MANAGEMENT.

â€¢ COVER OTHER ADMINISTRATIVE ASSISTANT DESK DUTIES WHEN REQUIRED

â€¢ MAINTAIN GOOD STANDING WORKING RELATIONSHIP WITH CO-WORKERS BY BEING A TEAM PLAYER.

QUALIFICATIONS

â€¢ MUST BE COMPUTER LITERATE IN OUTLOOK, WORD AND EXCEL

â€¢ MUST HAVE GENERAL EXPERIENCE IN AN OFFICE SETTING

â€¢ MUST HAVE ABILITY TO MULTI-TASK WHILE MAINTAINING A POSITIVE, PROFESSIONAL ATTITUDE

â€¢ MUST HAVE KNOWLEDGE OF FAX/SCAN MACHINES

â€¢ MUST BE DETAIL ORIENTED AND EFFICIENT

â€¢ MUST HAVE KNOWLEDGE AND EXPERIENCE IN MULTI-LINE PHONES USING PROPER PHONE ETIQUETTE

â€¢ MUST HAVE EXCELLENT COMMUNICATION SKILLS TO COMMUNICATE WITH OTHER EMPLOYEES AND SUPERVISORS.

â€¢ KNOWLEDGE IN TYPING, DATA ENTRY AND 10-KEY BY TOUCH AS WELL AS WORD AND EXCEL

GENERAL INFORMATION:

â€¢ THIS POSITION IS AN HOURLY, NON-EXEMPT AND FULL-TIME ROLE

â€¢ THIS POSITION WILL BE BASED IN AB'S LORI OFFICE.

ESSENTIAL TASKS, DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING TO DEVELOP SOLUTIONS THAT FIT CLIENT NEEDS, CHALLENGES AND GOALS. OTHERS MAY BE ASSIGNED.

â€¢ ASSIST WITH MANAGING THE CERTIFICATES OF INSURANCE PROCESS.

â€¢ ASSIST WITH ACCURATE DATA ENTRY AND INFORMATION INTO VARIOUS SYSTEMS INCLUDING ANS, SHAREPOINT, ETC.

â€¢ ORDER LOSS RUNS, MARS, AND WORKERS' COMPENSATION LOSS RUNS IN ADVANCE OF UNIT STAT FILING, AS NECESSARY AND/OR AS REQUESTED.

â€¢ PERFORM ADMINISTRATIVE TASKS SUCH AS COPYING, FORMATTING DOCUMENTS, PRINTING, AND BINDING CLIENT DELIVERABLE AND OTHER DOCUMENTS. PERFORM ADMINISTRATIVE SUPPORT DUTIES INCLUDING BUT NOT LIMITED TO RUNNING VARIOUS ANS REPORTS.

â€¢ ASSIST WITH ACCURATE DATABASE AND DOCUMENT MANAGEMENT PROCESSES AND WORKFLOWS.

â€¢ PREPARE AUTO ID CARDS.

â€¢ PERFORM OTHER DUTIES AND ASSIST WITH ADMINISTRATIVE PROJECTS AS ASSIGNED.

OTHER RESPONSIBILITIES MAY BE REQUIRED WITHIN THE SCOPE OF THIS POSITION.

TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THESE ESSENTIAL FUNCTIONS.

KNOWLEDGE, SKILLS AND ABILITIES THAT DEMONSTRATE PROFESSIONALISM, PASSION AND WAYS TO USE TECHNOLOGY FOR GOOD:

â€¢ ABILITY TO MULTI-TASK EFFICIENTLY AND TO BE FLEXIBLE WITH EVER-CHANGING PRIORITIES AND DEADLINES.

â€¢ MUST WORK WELL WITH OTHERS IN A FAST-PACED, CUSTOMER SERVICE ORIENTED ENVIRONMENT AND BE RESPONSIVE TO CO-WORKERS AND COLLEAGUES. MUST ALSO WORK INDEPENDENTLY, WITH MINIMAL SUPERVISION AND HAVE THE ABILITY TO TAKE INITIATIVE AND CREATE SOLUTIONS.

â€¢ PROFICIENCY IN MICROSOFT OFFICE PRODUCTS SUCH AS WORD, EXCEL AND POWERPOINT, AS WELL AS USE OF THE INTERNET. ABILITY TO LEARN AND IMPLEMENT OTHER PROGRAMS QUICKLY AND EFFICIENTLY.

â€¢ STRONG ORGANIZATIONAL SKILLS AND ATTENTION TO DETAIL.

â€¢ EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS.

â€¢ ACTIVE PARTICIPATION AS AN BAD TEAM MEMBER, SUGGESTING IMPROVEMENTS IN PROCESSES AND PROCEDURES AND WAYS TO MAKE THE ORGANIZATION BETTER.

EDUCATION AND EXPERIENCE

â€¢ HIGH SCHOOL EDUCATION REQUIRED; COLLEGE PREFERRED.

â€¢ INSURANCE INDUSTRY BACKGROUND OR KNOWLEDGE OF GROUP INSURANCE PRODUCTS PREFERRED.

â€¢ MUST CONTINUE TO MEET CONTINUING EDUCATION REQUIREMENTS FOR CA DEPARTMENT OF INSURANCE LICENSE RENEWAL.

CERTIFICATES, LICENSES, REGISTRATION

â€¢ CA DEPARTMENT OF INSURANCE PROPERTY AND CASUALTY LICENSE (IDEAL BUT NOT REQUIRED)

PHYSICAL DEMANDS

â€¢ REQUIRES MODERATE TO LONG PERIODS OF TIME SITTING AT A DESK, USING COMPUTER MONITOR AND KEYBOARD, SPEAKING ON THE PHONE, ETC.

â€¢ REQUIRES SHORT TO MODERATE (INTERMITTENT) PERIODS OF TIME STANDING OR WALKING, OFTEN TO AND FROM MEETINGS THAT REQUIRE SITTING.

â€¢ REQUIRES OCCASIONAL LIFTING OF OBJECTS (MOSTLY DOCUMENTS, LAP TOP EQUIPMENT, ETC.) THAT WEIGH FEWER THAN 20 POUNDS.

THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

NOTE: THE INFORMATION ON THIS DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY EMPLOYEES WITHIN THIS CLASSIFICATION. IT IS NOT DESIGNED TO CONTAIN OR BE INTERPRETED AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES AND QUALIFICATIONS REQUIRED OF EMPLOYEES ASSIGNED TO THIS JOB.

BAD IS A TEAM OF RISK AND REWARD ADVISERS PROVIDING INDUSTRY LEADING SERVICES AND RESOURCES IN INSURANCE, RISK MANAGEMENT, EMPLOYEE BENEFITS AND RETIREMENT PROGRAMS TO OUR CLIENTS SO THEY CAN FOCUS ON BUILDING SUCCESS.

PHYSICAL THERAPY WAS BORN OUT OF A VISION OF CREATING THE ULTIMATE PHYSICAL THERAPY COMPANY THAT PROVIDES THE BEST SERVICE TO THOSE WE SERVE ALONG WITH BEING THE BEST PLACE FOR OUR TEAM MEMBERS TO WORK.

OUR COMPANY HAS QUICKLY BECOME KNOWN AS A COMPANY THAT PROVIDES THE HIGHEST LEVEL OF CARE AND SERVICE POSSIBLE. WE ARE A PLACE RENOWNED FOR EXCEPTIONAL CUSTOMER SERVICE, TOTAL PROFESSIONALISM, AND WARM, COMPASSIONATE TREATMENT. WE HAVE ASSEMBLED A TEAM OF THE BEST AND BRIGHTEST INDIVIDUALS POSSIBLE.

MOST IMPORTANTLY, EVERY MEMBER OF THE CORY & BUMBLER PHYSICAL THERAPY TEAM SHARES THE SAME VISION AND VALUES. WE ARE A COMPANY WHERE YOU KNOW THAT YOUR WORK MATTERS -- WHERE WE MAKE A DIFFERENCE IN THE LIVES OF EVERYONE WHO WALKS THROUGH OUR DOORS.

PHYSICAL THERAPY IS GROWING RAPIDLY IN SIZE AND REPUTATION THROUGHOUT ORANGE COUNTY WITH LOCATIONS CURRENTLY IN AREA, ORANGE, ANAHEIM, IRVINE AND LAKE FOREST. WE PROVIDE A FUN AND CHALLENGING ENVIRONMENT WITH MUCH OPPORTUNITY FOR GROWTH AND ADVANCEMENT.

FOLLOWING IS OUR 'TEAM CREED' WHICH IS A SHORT STATEMENT THAT DEFINES WHAT WE DO HERE.
A CULTURE OF CARING AND SERVICE, FOR PATIENTS AND EACH OTHER.

HOW TO APPLY

WE CURRENTLY HAVE POSITIONS AVAILABLE IN THE BEA OFFICE. EMAIL US YOUR RESUME TODAY TO SEE IF YOU ARE QUALIFIED TO BE A PART OF OUR TEAM.

POSITION STATUS

TITLE: ADMINISTRATIVE ASSISTANT

STATUS: FULL TIME

PAY: \$21-\$25/HOUR + BENEFITS

JOB QUALIFICATIONS

WE ARE LOOKING FOR AN ORGANIZED, DETAIL-ORIENTED, AND HARD-WORKING INDIVIDUAL WITH EXPERIENCE IN ADMINISTRATIVE DUTIES. THE CANDIDATE MUST ENJOY HELPING OTHERS, AS THIS IS THE MAIN FOCUS OF OUR BUSINESS. CANDIDATE MUST ALSO POSSESS EXCELLENT VERBAL

AND WRITTEN COMMUNICATION SKILLS, A GREAT EYE FOR DETAIL, AND THE ABILITY TO MULTI TASK AND WORK WELL WITH OTHERS ON THE TEAM. THIS CANDIDATE MUST ALSO HAVE GOOD KNOWLEDGE OF MS WORD AND EXCEL AND A VERIFIABLE HISTORY OF GETTING THINGS DONE.

JOB DESCRIPTION

THIS IS A GREAT EXPERIENCE FOR SOMEONE WHO HAS ADMINISTRATIVE SKILLS, ENJOYS HELPING PEOPLE, AND IS LOOKING TO GROW. PROFESSIONALLY ADMINISTRATIVE DUTIES WILL INCLUDE PROVIDING THE HIGHEST LEVEL OF CUSTOMER SERVICE, DATA ENTRY, UPDATING REGULAR LOGS AND REPORTS AS WELL AS HANDLING VARIOUS OTHER ADMINISTRATIVE TASKS. THIS OPPORTUNITY IS GREAT FOR SOMEONE WHO CAN WORK INDEPENDENTLY, ENJOYS ADMINISTRATIVE WORK, IS A QUICK LEARNER AND TAKES INITIATIVE. CANDIDATE MUST ALSO BE FAMILIAR WITH MICROSOFT OFFICE PROGRAMS (WORD AND EXCEL), POSSESS A GREAT EYE FOR DETAIL AND BE ABLE TO MULTITASK WELL. OUR COMPANY IS RAPIDLY EXPANDING AND THERE ARE MANY OPPORTUNITIES FOR ADVANCEMENT.

THE PERFECT CANDIDATE ATTRIBUTES:

• ARTICULATE

• STRONG MEMORY AND ORGANIZATIONAL SKILLS

• ENERGETIC

• PERSONABLE

• EXTREMELY DETAIL ORIENTED -- IF WE WALKED INTO YOUR CLOSET WE MIGHT SEE WHITE BOXES WITH BLACK LETTERS ON THE SHELVES AND EVERYTHING IN ITS PLACE.

• INTELLIGENT

• EXCELLENT WRITTEN COMMUNICATION SKILLS

• ABILITY TO MULTI TASK

• EXCELLENT WITH TECHNOLOGY -- NO, NOT A PROGRAMMER, BUT HAS WORKED WITH CR MS LIKE SALES FORCE, INFUSION SOFT OR OTHER LIKE PROGRAMS AND FEELS AS COMFORTABLE ON A COMPUTER AS THEY DO WITH A PEN AND A PAPER. YES, THAT MEANS YOU CAN TYPE IN THE TRADITIONAL SENSE USING HOME KEYS, NOT THEIR INDEX FINGER.

• EXPERIENCED WITH ALL MICROSOFT PRODUCTS, ESPECIALLY EXCEL AND OUTLOOK

• HONEST

• TIMELY

• PUNCTUAL

• ENJOYS WORKING TOWARDS DEADLINES -- CAN HANDLE A FAST-PACED OFFICE

• HAS A GREAT WORK ETHIC

• IS LOOKING FOR A CAREER NOT A JOB

• ABLE TO WORK AUTONOMOUSLY

• HUNGER TO LEARN NEW THINGS

HERE IS A SAMPLE OF WHAT YOU WILL BE DOING:

• CLIENT COMMUNICATION -- HEAVY PHONES AND EMAIL CORRESPONDENCE

• COMMUNICATING WITH OPPOSING PARTIES -- HEAVY PHONES, EMAIL AND LETTER CORRESPONDENCE

• DRAFTING LEGAL DOCUMENTS UTILIZING MAIL MERGE

• ORGANIZING AND MANAGING CLIENT RECORDS AND DOCUMENTS

- â€¢ DEADLINE MANAGEMENT
- â€¢ COURT COMMUNICATION
- â€¢ MANAGING OUR CM REPORTS & STATISTICS
- â€¢ IMPUTING DATA INTO OUR CM
- â€¢ SMALL PROJECT MANAGEMENT
- â€¢ ANSWERING PHONES AND RETURNING CALLS
- â€¢ SCHEDULING APPOINTMENTS FOR CLIENTS AND CALENDARING
- â€¢ OTHER TASKS AS REQUESTED

WE OFFER:

- â€¢ A STABLE, FULL-TIME, 40 HOUR/WEEK WORK SCHEDULE
- â€¢ VACATION, HOLIDAY AND SICK PAY
- â€¢ A PLEASANT AND FUN WORK ENVIRONMENT!

MAYBE YOU TOO ARE LOOKING FOR A RIGHT FIT IN AN EMPLOYER. SO, HERE'S WHO WE ARE:

WE ARE LAWYERS WHO WORK WITH CONSUMERS STRUGGLING FINANCIALLY AND HELP THEM TAKE CONTROL OF THEIR FINANCES SO THEY CAN FOCUS ON WHAT MATTERS MOST -- THEIR FAMILY AND CAREER. WHAT DOES THAT MEAN?

IF AFTER LEARNING MORE ABOUT US, YOU MEET THE ABOVE MENTIONED CRITERIA, AND YOU FEEL YOU'D LIKE TO WORK WITH A GREAT TEAM OF PEOPLE, PLEASE DO BOTH OF THE FOLLOWING:

STOP BY OUR SAN DIEGO OFFICE OR EMAIL YOUR RESUME. OUR OFFICE IS LOCATED AT 419 19TH ST, 92102. PLEASE NO PHONE CALLS. YOU CAN EMAIL YOUR RESUMES TO COLIN@RUDOLPH . IF YOU WOULD LIKE, COME IN, INTRODUCE YOURSELF, AND DROP OFF YOUR RESUME. I WILL BE SETTING UP INTERVIEWS FOR THIS WEEK AND WILL HIRE SOMEONE WHEN WE FIND THE RIGHT PERSON FOR THE JOB. THERE WILL BE A 90 DAY PROBATIONARY PERIOD EXPERIENCE WOULD BE A GREAT ADDITION. THE HOURS AND THE PAY ARE GREAT, NOT TO MENTION YOU GET TO WORK WITH A DYNAMIC TEAM EVERY DAY!

- > QUICK BOOKS EXPERIENCE PREFERRED, KNOWLEDGE OF MICROSOFT OFFICE PRODUCTS AND GOOGLE OFFICE
- > CANDIDATE MUST HAVE RELIABLE TRANSPORTATION AND INSURANCE.
- > IF YOU ENJOY BEING THE GO TO PERSON AND CAN GET THE JOB DONE WITH A SMILE, PLEASE APPLY BELOW.
- > ACCOUNTING RESPONSIBILITIES TO INCLUDE:
 - > ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE
 - > PREPARE AND PLACE PURCHASE ORDERS
 - > MATCH INVOICES TO PURCHASE ORDERS AND RECEIVING DOCUMENTS
 - > PERFORM BASIC DATA ENTRY OF ACCOUNTING DOCUMENTS
 - > ADDRESSING QUESTIONS ON VENDOR INVOICES
 - > VARIOUS ACCOUNTING TASKS AND TAKE ON ADDITIONAL RESPONSIBILITIES AS REQUESTED

HR RESPONSIBILITIES TO INCLUDE:

- > PLACING JOB ADS FOR HIRING OF NEW EMPLOYEES BY DEPARTMENT

-
- > SETTING UP INTERVIEWS
 - > ADMINISTRATIVE ASSISTANT RESPONSIBILITIES TO INCLUDE:
 - > GREETING VENDORS AND GUESTS, ANSWERING PHONES, RUNNING SIMPLE ERRANDS, FILE, ORGANIZE, DISTRIBUTE MAIL AND OTHER DOCUMENTS
 - > ASSIST IN PLANNING AND ORGANIZING EVENTS FOR CEO AND EMPLOYEES
 - > CREATE, SCHEDULE AND ORGANIZE APPOINTMENTS
 - > TRACK AND MAINTAIN BUSINESS LICENSES, CONTRACTS AND OTHER SPREADSHEETS
 - > EMPLOYEE MUST TAKE INVENTORY ON OFFICE SUPPLIES AS WELL AS ANY OTHER CLERICAL DUTIES ASSIGNED

EXAMPLE SCENARIOS:

> A TRAINING SUMMIT NEEDS TO BE PUT TOGETHER. THE TRAINING WILL INCLUDE SALES AND PRODUCT KNOWLEDGE. YOU WOULD FIND AN APPROPRIATE PLACE TO CONDUCT THE MEETING EITHER ON PREMISES OR AT A LOCAL CONFERENCE ROOM. YOU WOULD BUILD A WORK FLOW FOR THE CONFERENCE WITH TIMES AND DATES, FIND THE APPROPRIATE MEETING SPACE AND GATHER COST FOR A BUDGET. THE FINAL PLAN WOULD SHOW ALL THE STEPS TO BE TAKEN TO COMPLETE A SUCCESSFUL TRAINING SUMMIT.

> ACCOUNTS PAYABLE AND RECEIVABLES COME IN VIA EMAIL OR MAIL. YOU WOULD USE QUICK BOOKS ONLINE TO ENTER ALL PAYABLE AND RECEIVABLES AND ACCURATELY ASSIGN THEM TO THE CORRECT VENDOR OR CLASS. ENTERING THE DATA WILL ASSIST THE ACCOUNTANT IN RECONCILING THE CORPORATE BOOKS.

> SEVERAL MEETING TAKE PLACE THROUGHOUT THE WEEK AND MANAGERS AND TEAM MEMBERS NEED TO ATTEND. YOU WOULD BE RESPONSIBLE FOR GATHERING THE NECESSARY TOPICS, COMPILE A MEETING AGENDA AND BE SURE ALL STAFF MEMBERS ASSOCIATED WITH THAT MEETING ARE IN ATTENDANCE.

QUALIFICATIONS:

- > SELF-STARTER
- > ABILITY TO HIT THE GROUND RUNNING, LEARN FAST, ADAPT QUICKLY AND MOST IMPORTANTLY TAKE COACHING
- > PHENOMENAL ON-THE-PHONE AND IN-PERSON COMMUNICATION SKILLS
- > INSTANTLY BUILD RAPPORT WITH ALL KINDS OF PEOPLE
- > INCREDIBLY ORGANIZED AND DETAIL ORIENTED
- > EFFECTIVE AND EFFICIENT USE OF COMPUTER (ABLE TO WORK WELL WITHIN OUR SOFTWARE)
- > AMIABLE PERSONALITY THAT IS FUN TO WORK WITH AND DISPLAYS POSITIVE ATTITUDE/ENERGY
- > GOOD EMAIL WRITING SKILLS
- > HONEST, RELIABLE, AND LOYAL (DOING EXACTLY WHAT YOU SAY YOU WILL)
- > YOU MUST BE A GREAT FIT FOR OUR TEAM. WE'RE DOWN-TO-EARTH, FUN, AND HAVE A WORK-HARD, PLAY-HARD MENTALITY. INTEGRITY AND HONESTY ARE IMPORTANT CHARACTER TRAITS THAT YOU MUST HAVE.
- > YOU MUST HAVE A STRONG WORK ETHIC, HIGH DEGREE OF INITIATIVE, AND CONTINUAL DESIRE TO SUCCEED
- > PROVEN COMMUNICATION SKILLS AND ABLE TO PARTICIPATE IN AND LEAD TEAM COMMUNICATION RELATED TO ASSIGNED PROJECTS
- > EXCELLENT COMMUNICATION SKILLS THAT INCLUDE CLEAR ARTICULATION OF SCOPE OF WORK REQUIREMENTS
- > MUST BE DETAILED ORIENTED WITH THE ABILITY TO LOCATE AND CORRECT ERRORS

-
- > EXCELLENT TEAMWORK, COLLABORATION, AND DELEGATION SKILLS
 - > PROJECT MANAGEMENT SKILL SETS THAT SUPPORT MANAGEMENT OF COMPETING PRIORITIES
 - > POSSESSES LEADERSHIP SKILLS THAT SUPPORT THE INTERNAL CULTURE WHILE INFLUENCING CROSS-FUNCTIONAL TEAMS WITHOUT FORMAL AUTHORITY
 - > PROFICIENT USING MICROSOFT OFFICE SUITE AND GOOGLE DOCS
- PREFERRED QUALIFICATIONS:

HIGH SCHOOL DIPLOMA OR EQUIVALENT WORK EXPERIENCE REQUIRED.

TWO PLUS YEARS OF PRIOR ADMINISTRATIVE EXPERIENCE STRONGLY PREFERRED.

PRIOR REAL ESTATE EXPERIENCE STRONGLY PREFERRED.

TECHNOLOGY PROFICIENCY IS IMPERATIVE. MUST BE VERY COMFORTABLE WITH MICROSOFT OFFICE PROGRAMS SUCH AS OUTLOOK, WORD, EXCEL, POWER POINT, AND PUBLISHER

SKILLS AND EXPERIENCE WITH ADOBE PROGRAMS SUCH AS ADOBE ACROBAT, ADOBE IN DESIGN, AND PHOTO SHOP

STRONG VERBAL AND WRITTEN COMMUNICATION SKILLS, INCLUDING EXCELLENT COPY WRITING AND EDITING SKILLS

ABILITY TO INTERACT SUCCESSFULLY WITH BOTH INTERNAL AND EXTERNAL CUSTOMERS AT ALL LEVELS

ABILITY TO MULTI-TASK, PRIORITIZE AND BE FLEXIBLE WITH CHANGING BUSINESS NEEDS IN A TEAM ENVIRONMENT

PLEASE NOTE THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LISTING OF ACTIVITIES, DUTIES OR RESPONSIBILITIES THAT ARE REQUIRED OF THE EMPLOYEE FOR THIS JOB. DUTIES, RESPONSIBILITIES AND ACTIVITIES MAY CHANGE AT ANY TIME WITH OR WITHOUT NOTICE.

POSITION TYPE AND EXPECTED HOURS OF WORK:

TRAVEL TO OTHER NEARBY OFFICES MAY BE REQUIRED ON AN OCCASIONAL BASIS

SCHEDULED HOURS ARE BASED ON BUSINESS NEED

WORK ENVIRONMENT:

THIS JOB OPERATES IN A PROFESSIONAL OFFICE ENVIRONMENT. THIS ROLE ROUTINELY USES STANDARD OFFICE EQUIPMENT SUCH AS COMPUTERS, PHONES, PHOTOCOPIERS, FILING CABINETS AND FAX MACHINES.

PHYSICAL DEMANDS:

THIS IS LARGELY A SEDENTARY ROLE; HOWEVER, SOME FILING IS REQUIRED. THIS WOULD REQUIRE THE ABILITY TO LIFT FILES, OPEN FILING CABINETS AND BEND OR STAND AS NECESSARY. THE EMPLOYEE MUST OCCASIONALLY LIFT OFFICE PRODUCTS AND SUPPLIES WEIGHING UP TO 20 POUNDS. MUST BE ABLE TO PHYSICALLY, WITH OR WITHOUT ACCOMMODATION, OPERATE A COMPUTER, PHONE AND/OR COPY MACHINE. MUST POSSESS THE ABILITY, WITH OR WITHOUT ACCOMMODATION, TO EXPRESS ONESELF, COMMUNICATE WITH OTHERS, LISTEN AND EXCHANGE INFORMATION.

TO BE CONSIDERED AN APPLICANT FOR THIS POSITION YOU MUST SHOW HOW YOU MEET THE BASIC QUALIFICATIONS OF THE JOB IN A RESUME OR

DOCUMENT YOU UPLOAD.

10 POSITIONS TO FILL THIS WEEK. 7 AM-3:30 PM///4 PM-11:30 PM. \$21 TO \$25 BUCKS PER HOUR. 40+ HOURS WEEK.IF YOU INTERESTED AS SOON AS
REPLAY TO MAIL ME.

THANKS! GOOD LUCK AND HAVE A GREAT DAY.

REPLY WITH YOUR NAME PHONE NUMBER