

Remote Office Administrator

compensation: \$21 - \$24 / hour

Small fast-paced bookkeeping firm with focus in the construction industry is looking for a highly organized and meticulous Office Administrator to keep our office running smoothly and efficiently. This is a terrific opportunity to be part of a team and assist with diverse projects and provide general administrative support.

Job Summary:

The Office Administrator will be responsible for managing day-to-day operations, coordinating office activities while providing clerical and administrative support to the team.

This is primarily a remote position.

Duties/Responsibilities:

- Directs office activities and functions to maintain efficiency and compliance with company policies.
- Oversees telephone services and email correspondence.
- Maintains records, documentation, and files; organizes an efficient system for other staff to access files and records.
- Manages follow-up on client/team requests.
- Coordinates and documents office policies and procedures.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Positive and polite attitude.
- Pleasant phone voice and professional manner.
- Exceptional verbal and written communication skills.
- Organized with attention to detail.
- Time management skills with a proven ability to meet deadlines.
- Ability to work independently and as part of a team.
- Must be dependable, trustworthy, and able to maintain confidentiality.
- Capable of functioning well in a high-paced and at times stressful environment.
- Must be proficient with Microsoft Office Suite. Proficiency with OneNote a plus.
- Experience with cloud-based technology.

Education/Experience:

- High school diploma or equivalent required; Associate's degree in office administration or related field a plus.
- At least 5 years of administrative and clerical experience required.
- Knowledge of basic bookkeeping principles and software is a plus.

Remote Job Requirements:

- Must have dedicated workspace at home.
- The company will provide a dedicated work computer, mobile phone and other necessary office equipment.

Resumes **must** include a cover letter. Send to recruit@addingtechnology.com