

Administrative Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$17.10 to \$19.80 hourly
Employment status: Contract / Temporary

Description

We are working with a reputable CPA firm located in Charleston, SC, dedicated to providing exceptional financial services to their clients. Their team is composed of skilled professionals committed to delivering accurate and timely solutions tailored to their clients' needs. As they continue to grow, they are seeking an Administrative Assistant to join their dynamic team. This is a temporary/short-term opportunity so if you are looking for a contract opportunity, apply today! This client is looking for additional help until the end of tax season.

Job Description:

As an Administrative Assistant at our CPA firm, you will play a pivotal role in ensuring the smooth operation of our office. Your primary responsibilities will include scanning documents, assisting with tax processing, directing calls, facilitating deposits, distributing mail, and providing support to various departments as needed. This is an excellent opportunity for someone who thrives in a fast-paced environment and is eager to contribute to a collaborative team.

Responsibilities:

- Scan and organize documents accurately and efficiently.
- Assist with tax processing tasks under the guidance of senior staff.
- Answer and direct phone calls in a professional manner.
- Facilitate deposits and maintain accurate records.
- Sort and distribute incoming mail and packages.
- Provide general administrative support to the team as required.

Requirements

- Familiarity with using the internet for research tasks
- Strong communication and social skills and able to receive criticism well
- Substantial computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred
- Paper Filing experience required
- Experience with Document Scanning
- Foundational knowledge in Scanning Documents
- Scanning experience
- Filing experience desired

A growing, dynamic company would love to hear from you if you are a passionate self-starter that thrives in a creative environment. This opening will be staffed by the end of the week so don't wait in applying!

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This Job Posting will expire in 10 days.