

Bogdan Computer Services is looking to add an Administrative Assistant

Requirements/Required Skills

- Customer Service
- Strong communication skills
- Organizational skills/notetaking skills
- Moderate proficiency in Microsoft Excel
- Basic computer skills
- Full-Time availability M-F 8:30-5

Job Duties and Responsibilities

Administrative

- Answering the phone, directing them to the appropriate team members. Transferring between extensions. Taking messages when appropriate
- Responsible for front desk duties such as letting clients, HVAC, property management etc. Inside the facility
- Booking and scheduling flights, housing and rental vehicles for team members traveling
- Performing Accounts Payable and Accounts Receivable activities
- Processing client payments
- Verifying and entering all company invoices into accounting software
- Creating and sending customer invoices for managed IT services on the first of every month
- Maintain and organize the purchase order system. Helping team members fill Po's out and enter into project details
- Filing, organizing, converting physical documents into an electronic database
- Receiving UPS, FedEx, Amazon, USPS each day. Other large carriers deliver pallets periodically. Confirming items arrive undamaged. Checking in items according to packing slip
- Reaching out to vendors for missing items, tracking numbers, incorrect invoices, RMAs>Returns
- Performing UPS shipments including creation of labels and scheduling pick-ups

Housekeeping

- Ordering office supplies, etc. Keeping copy room, kitchen, and supply closet in clean and good working order.
- Arrange materials in the warehouse by hand or pallet jack to organize project materials to keep dock area clear.
- Grocery runs for the Office kitchen. Restock drinks, snacks, etc.
- Maintaining and preparing conference rooms for meetings and/or events
- Escort clients to appropriate locations within the office for meetings
- Assisting with other organizational matters, events, and such
- Contact necessary parties for maintenance and repairs to the facility

Please send all resume's to info@bogdan.net

