



Now Hiring – "Office Assistant – Confidential"

Join a growing consulting firm as an "Office Assistant – Confidential." This position pays between \$13.50 and \$16.50 hourly depending on qualifications/experience and is part-time at 20 hours per week and may become full time in the future. This position is needed for average difficulty clerical and administrative work. Individuals will also be booking and tracking travel arrangements, using QuickBooks to enter receipts, using QuickBooks to create and track client invoices, purchasing office supplies, and monitoring inventory.

During the week, work can be conducted in candidate's own home office or at our Headquarters office in Escondido, CA. However candidate is expected to attend team office hours at our headquarters location. This schedule will change weekly, but is generally on Fridays from 9-3:30. Weekend hours on location are sometimes required.

EXAMPLES OF DUTIES

The examples of functions listed are representative but not necessarily exhaustive. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Essential Functions include, by are not limited to:

1. Types correspondence, reports, forms, requisitions, and documents from rough draft, marginal notes, and oral instruction.
2. Compiles, posts, and maintains records and data.
3. Performs filing in a wide variety of record keeping systems.
4. Retrieves information from a computerized record keeping system.
5. Operates office equipment.
6. Proofreads, checks and compares data for accuracy and completeness.
7. Serves as a receptionists providing information to the public (future duty).
8. Screens phone calls and answers inquiries regarding company services and general policy and procedures.
9. Purges files periodically; boxes files/records and store appropriately.
10. Inventories supplies and orders/reorders.
11. Unpacks office supplies and equipment and stocks cabinets, shelves or other similar storage areas.
12. Moves light office equipment, files, boxes, and materials.

13. Performs office housekeeping duties to ensure a safe and efficient work environment.
14. Book and track travel arrangements.
15. Use QuickBooks to enter receipts.
16. Use QuickBooks to create and track client invoices.
17. Establishes and maintains confidential files and record keeping systems using computer applications that include the use of electronic mail, word processing, spreadsheets and databases.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- ◆ Outstanding customer service skills via telephone, office, and online etiquette.
- ◆ Standard typing layouts and formats.
- ◆ Business English including spelling, punctuation, grammar, capitalization, and word usage.
- ◆ Word processing and computer equipment.
- ◆ Modern clerical and office procedures.
- ◆ Basic principles of record keeping, case files and records management.
- ◆ The operation and use of office equipment including personal computers, printers, copiers, calculators, and digital recording devices.
- ◆ Current technology and trends in the profession/industry.

Skills and Abilities to:

- ◆ All client work is confidential. Must demonstrate ability to maintain confidentiality of sensitive information. Willingness to sign non-disclosure agreement.
- ◆ Draft and complete accurate reports, technical documents and correspondence.
- ◆ Work proactively in a multi-cultural environment.
- ◆ Compile, organize, analyze and interpret data.
- ◆ Prioritize work to meet established deadlines.
- ◆ Use electronic mail systems.
- ◆ Proofread and review work for accuracy, correctness, and completeness.
- ◆ Read, understand, follow, and explain to others policy and procedures.
- ◆ Operate a wide variety of modern office equipment.
- ◆ Provide prompt, efficient and responsive service.



- ◆ Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- ◆ Establish effective working relationships with management, employees, external customers representing diverse cultures and backgrounds.
- ◆ Treat employees, clients, vendors and members of the public with courtesy and respect.

Desirable Traits

Honest and Trustworthy, Demonstrates Ethical Behavior, Thrives in Learning Environment, Self-Directed and Needs Minimal Supervision (Self-Motivated), Communicates Effectively, Knowledge Worker, Customer Focused, Values and Respects Others, Drives to Excel, Teamwork and Collaboration, Supportive of Change, Attention to Detail, Integrity.

Education and/or Experience

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Exemplified of qualifying education/experience:

1. Recent completion of a clerical/secretarial curriculum from a community college; OR
2. One (1) year of recent full time clerical/administrative support experience in an office performing routine clerical duties; OR
3. A bachelor's degree from an accredited US college or university in a related field

REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS

License

A valid California Class C driver's license, which must be maintained throughout employment in this position, is required at time of appointment; or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle. Successful candidate will be asked to sign Non-Disclosure statement and follow specified procedures to maintain confidentiality.



SPECIAL NOTES

Working Conditions

Work primarily takes place in an office environment. Work involves exposure to computer screens and use of basic office equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Drug testing and background checks may be required, depending on client contracting requirements.

Interested candidates should send resume and letter of interest to info@theCSAedge.com