



Position: **Office Assistant**

Required Skills

- Proficient with various computer programs including Microsoft Office
- Excellent written and verbal communication
- Good organizational skills

Duties:

- Answer office phone and make customer call
- Send and receive emails
- Ability to perform accounts payable function and accounts receivable function in QuickBooks
- Data entry
- Filing of documents
- Maintain office calendar for scheduling appointments and meetings
- Track and schedule due dates for certifications, service providers, agencies, licenses and insurance documents
- Update and maintain social media sites
- Create and distribute email blasts

APPLY NOW

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