

Company Name: Swope Construction Co Inc
Company Address: 1325 Bluefield Ave, Bluefield, WV 24701
Telephone: (304) 325-8141
Company Website: swopeco.com
Email: richmondmaxwell@engineer.com
Job title: Payroll Assistant
Application method: Email
Job Type: Part Time

Job description:

We are looking for a self-motivated administrative assistant who enjoys working in a fast-paced environment. The administrative assistant will provide support to the accounting and payroll department. Special responsibilities: -Multi-tasking answering phone calls, responding to emails-Support Manager and existing staff. -Assist with estimates/proposals-Organising files for billing, customer, vendors, and client records, etc.-Perform data entry and clerical duties-Update customer information and projects on the system. -Record transactions in QuickBooks-Submit monthly bill payments to vendors-Workers Comp payments-Payroll, payroll taxes, and quarterly reports-Follow up payment status with customers-Assist with other job-related Duties Skills and Qualifications-Verbal and written communication skills to interact clearly with customers, vendors, and other employees. -Time management skills to prioritize and complete a wide variety of tasks throughout the day. -Prior administrative experience required-Ability to work without or minimum supervision-Patience and listening skills to respond appropriately and interact positively with upset customers. -Willingness to learn and to grow with the company-Must have QuickBooks experience-Proficient with Microsoft Office.

Any qualified and interested individual may respond with a resume via email to...

richmondmaxwell@engineer.com

Thank you

HR Department