



Service Disabled Veteran Owned Small Business

Administrative Assistant / Receptionist **POSITION DESCRIPTION**

SUMMARY:

The Administrative Assistant / Receptionist is a key member of our Team, who specializes in providing clerical support. The Administrative Assistant / Receptionist will support the growth of the Abbey Road Group Land Development Services, LLC, with professional written and verbal communication skills, computer skills, financial aptitude, and a proven ability to multi-task in a fast-paced environment. The Administrative Assistant / Receptionist must be able to assist the Abbey Road Group Land Development Services, LLC, staff in a wide range of tasks by being flexible, detail oriented, timely and efficient.

ADMINISTRATIVE TASKS:

Assist the Office Manager and Director of Land Development Services in the performance of their daily tasks/projects by providing the following support/assistance:

- Type and format correspondence and reports.
- Transcribe dictation from micro cassette transcriber, copy, print, fax, scan, answer phone calls, and file.
- Upkeep, organize and archive electronic and paper files.
- Maintain and update office supply inventory. Order office supplies, then track invoices and packing slips to confirm all items have been received before invoices are paid.
- Perform general office errands, such as withdrawing petty cash from the bank, buying stamps from the post office, delivering and picking-up plans, maps and photographs, and shopping for kitchen supplies.
- Perform receptionist duties, including assisting clients and accepting deliveries.
- Cover the Executive Assistant functions when he/she is out of the office, on vacation, ill or unable to complete daily tasks.

OFFICE SUPPORT:

- Maintain office appearance and cleanliness (coordinate repairs and cleaning with office manager and cleaning team).
- Coordinate photo processing.
- Coordinate reproduction support and maintain account file.
- Coordinate FedEx and courier support and maintain account file.
- Perform end of day office closing tasks.

PROJECT SUPPORT:

- Research project's jurisdictional development code.
- Prepare project closeout packets.
- Maintain and update Design Team Consultant list in Outlook.
- Set-up and file project hard copy and electronic folders.
- Set-up project contract and billing folders.

ACCOUNTING TASKS:

- Create and maintain a hard copy accounting file for each project.
- Assist Controller with accounts receivable tasks, such as bank deposit and payment posting.

COMPUTER SKILL REQUIREMENTS:

- MS Word, Excel, Power Point, Outlook
- Sage Timeslips (Accounting Software)
- Internet Explorer, Microsoft Edge, or Google Chrome

EDUCATION REQUIREMENTS:

- High School Diploma and 1-3 years' experience as Administrative Assistant
or
- 2 year Associates Degree

EXPERIENCE REQUIREMENTS:

- 1-3 years Administrative Experience

SPECIAL SKILL REQUIREMENTS:

- Organizational Skills
- Time Management Skills
- Communication Skills (Written and Verbal)
- Administrative Skills
- Computer Skills
- Accounting Skills
- Washington State Driver's License

SUPERVISOR: Office Manager

WORK HOURS: 40 hours per week

POSITION: Full-time

HOURLY/SALARY: \$11.00 to \$18.00 per hour (Depending on Qualifications)

BENEFITS:

- 7 Days Paid Holidays
- 3 Weeks Paid Time off per year for vacation and sick (once accrued)
- \$50.00 per week paid benefits for the staff members Medical Insurance
- \$25,000 Term Life Insurance Policy ***
- Accidental Death & Dismemberment Policy ***

*** With approval of Insurance Carrier

Advertisement:

The Abbey Road Group Land Development Services, LLC, is a fast-paced Land Development Services Company in Puyallup, Washington, that is looking for a well-organized and professional person to perform as Administrative Assistant / Receptionist.

Duties will include administrative and accounting tasks, project support, project research, and providing back-up for the project management system administrator.

The ideal candidate is a confident self-starter with a can-do attitude. Attention to detail with a focus on efficiency will be necessary to excel in this position. Candidates must be able to work in fast paced and stressful situations with calmness and flexibility.

Professional writing, typing, grammar, computer and communication skills are a must. Applicants must be well organized and capable of performing daily word processing, contract preparation and general administrative functions such as typing mailing, copying, faxing and filing.

This is a full-time position with benefits. Please email or mail your resume with a cover letter, reference list and salary history/requirements. Please email responses to abbeyroad@abbeyroadgroup.com or mail to PO Box 1224, Puyallup, WA 98371.