

Administrative Assistant: Part-time Position: 20-25 Hours/week

Description:

Home Idea Center, Inc. located in Ft. Recovery, OH is looking to add a part-time administrative assistant to our team. As an Administrative Assistant, you will play a vital role in our home remodeling company, ensuring that everything runs smoothly and efficiently. Your role will involve a variety of tasks that keep our office/showroom organized and our team supported.

Responsibilities:

Manage front desk/showroom, greeting clients and visitors

Handling phone system, directing calls and taking messages

Provide clerical support of filing and maintain job records, hours, costs, etc.

Assisting with purchasing: Process and track orders for multiple projects using Excel spreadsheets

Assisting with accounts payable: Entering, coding etc. in QuickBooks to ensure accuracy

Assisting with inventory and receiving in items.

Additional accounting tasks as assigned

Qualifications:

Experience working in Microsoft Office programs: Excel, Word, Outlook, OneDrive is a plus but will train the right candidate

Experience with QuickBooks is a plus but will train the right candidate

Must be able to collaborate with others

Independent + proactive: identify tasks that need to be completed & take initiative

Strong organizational skills

Benefits:

Competitive hourly pay - negotiable based on experience.

Flexible Hours

Paid time off