

BBS of America, Inc.

Office Manager

Administrative assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Having the ability to effectively communicate via phone and email. Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and filing.

Requirements:

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- Experience in accounting processes relating to accounts receivable and sales invoicing

Please email a resume to Kenny Baynes, Vice President/CFO: kenney.baynes@bbs-usa.com