

## **Sponsel CPA Group Administrative Assistant**

**Sponsel CPA Group is searching for an exceptional experienced administrative assistant to support our HR partner and all departments. This position reports to our HR partner and is a full-time/nonexempt position.**

### **SUMMARY**

Performs administrative duties for executive management, HR and the various departments within the firm. Responsibilities includes screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and client relations. Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Strong sensitivity to confidential matters is required.

Duties include general clerical, project-based work and back-up to other support staff.

### **PRIMARY RESPONSIBILITIES**

- Performs variety of personnel-related administrative tasks
- Support staff in assigned project-based work
- Works independently and within a team on special nonrecurring and ongoing projects
- Create and modify documents using Microsoft Office Suite
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, filing and scanning
- Schedules and organizes complex activities such as meetings, travel, conferences and department activities for all members of the department
- Assist all departments as needed
- Other duties as assigned

### **KNOWLEDGE AND SKILL REQUIREMENTS**

- Proven professional services work experience
- Self-confidence, high energy, self-motivation, and quick thinking
- Able to work under pressure
- Superb organizational skills
- Excellent critical decision-making skills
- Strong follow-up and follow-through proficiencies
- Strong problem-solving skills
- Moderate to strong assertiveness
- Ability to handle multiple projects simultaneously
- Ability to handle difficult situations professionally
- Must have strong Microsoft Office Suite skills including Excel & Power-point.

- Knowledge of modern office practices and procedures
- Maintain office ethics and confidentiality
- Duties require professional verbal and written communication skills
- Dependable and punctual
- Ability to perform well without close supervision
- Stress management
- Teamwork skills
- **Major plus**—strong knowledge of HR compliance, accounts receivable and working knowledge of ProSystem Engagement, ProSystem

For immediate consideration, please email your resume and salary requirement to:

**[resumes@sponselcpagroup.com](mailto:resumes@sponselcpagroup.com)**

No agencies or phone calls please. Only those candidates whose experience best meets our requirements will be contacted.