**Job Title:** Administrative/Accounting Assistant

**Description:** Seeking Administrative / Accounting Assistant. Successful candidates will exude great pride in their work, welcome challenging assignments, viewing them as opportunities for continued learning and personal growth, be extremely detail orientated, have excellent communication skills. Must be reliable. It's a flexible position.

**Requirements:**

• Ability to work under pressure

• Must have detailed knowledge of accounting principles

• Ability and desire to work in a team environment

• Ability to work effectively in a team

• Excellent attention to detail.

• Must have excellent communication skills

• This position requires attention to detail and good follow up skills

**Responsibilities:**

• Answer telephone inquiries from customers for pricing information.

• Make payment on my behalf.

• Issue invoices to and collect from customers

• Payroll accounting

• Account receivable and payable.

• Contact vendors to inquire on costs and availability of products.

• Record and pay accounts payable if needed.

**QUALIFICATIONS:**

* At least one-year experience in Administrative Assistant
* Must be self-motivated and able to work in a solo environment some of the time
* Ability and desire to work in a team environment
* Good Communications skills
* Good Listener

If you're looking for a challenging, fast-paced and rewarding opportunity and this position sounds interesting, please submit your resume for consideration.

We’re in the business of connecting professionals with employment/career opportunities in fields such as accounting and finance, technology, engineering, office administration, marketing, sales and just about any other position from the front desk to the corner office.

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