

ADMINISTRATIVE & ACCOUNTS ASSISTANT

iDEAL is seeking a self-motivated, punctual, and courteous individual for an administrative accounts assistant position with a well-established company. This candidate will assist the Controller and other members of the iDEAL team with day-to-day operations. This successful candidate will possess extremely organized and great time management skills, experience working successfully in a fast pace environment, and be capable of learning our system with minimal supervision.

JOB RESPONSIBILITIES

- Provide support to the Controller and the entire iDEAL team
- Assist in daily office needs
- Manage our company's general administrative activities
- Transfer data from paper formats into computer files
- Assist in preparation of regularly scheduled reports
- Maintain filing system
- Perform data entry function
- Provide general support to visitors
- Answer phones

iDEAL CANDIDATES NEED

- Proficiency with Windows Operating System along with excellent typing skills
- Ability to work as part of a team or on your own initiative and handle administrative requests and queries
- Able to communicate well with colleagues, managers, and customers both written and oral
- Bookkeeping experience (QuickBooks preferred)
- Typing proficiency

EMPLOYMENT HOURS

- Part-time with flexible hours

iDEAL Technology is an Equal Opportunity Employer

Your  source for:

Assembly Equipment – CNC Machining – Design & Engineering - Fixture Building – Rapid Prototyping