

Job Placement Advertisement:

Administrative Assistant/Receptionist

Position: Administrative Assistant/Receptionist

Location: Sanford, Florida

Company: Greene, Dycus & Co., PA

About Us

Greene Dycus, & Co., PA is a dynamic and growing accounting firm dedicated to providing exceptional service to our clients. We pride ourselves on maintaining a professional yet welcoming environment, and we're looking for a talented Administrative Assistant/Receptionist to join our team.

Position Summary

As our Administrative Assistant/Receptionist, you will be the first point of contact for clients and visitors, ensuring a professional and friendly experience. You will provide essential clerical and administrative support to our department leaders, helping to keep our operations running smoothly.

Key Responsibilities

- Answer and place calls using a multi-line system.
- Receive and transmit messages via phone, fax, and email.
- Greet and escort clients and visitors.
- Provide high-level administrative support to department leaders.
- Assist in the processing and assembly of tax returns.
- Prepare documents, correspondence, and reports.
- Schedule appointments, prepare meeting rooms, and assist with answering phone calls.
- Maintain electronic databases for job tracking and reporting.
- Type correspondence accurately using Microsoft Word.
- Update social media with approved firm activities.
- Perform additional supporting duties as assigned.

Desired Credentials

Education

- High school diploma or equivalent required.
- Administrative Assistant certification (e.g., CAP - Certified Administrative Professional) is a plus.
- Additional certifications in office management or customer service preferred.

- Associate's or Bachelor's degree in business administration or a related field are advantageous.

Experience

- 2+ years of experience in an administrative or receptionist role in a professional office setting.
- Experience in an accounting firm or similar environment is a plus.

Skills

- Professional demeanor and appearance.
- Experience in a fast-paced professional office.
- Strong attention to detail, grammar, and proofreading.
- Excellent customer service skills.
- Ability to prioritize work and manage time in a deadline-driven environment.
- Discreet and confidential communication handling.
- Team-oriented with multi-tasking abilities.
- Ability to work independently as well as part of a team.
- Strong problem-solving skills.
- Dependable and punctual.
- Proactive and willing to take initiative.

Technical Proficiency

- Proficiency with Microsoft Office programs.
- Quick learner of new software.
- Comfortable using various office software and systems.
- Ability to quickly learn and adapt to new software programs and technologies.
- Experience with database management and electronic filing systems.

Why Join Us?

- Supportive and collaborative team environment.
- Opportunities for professional growth and development.
- Competitive salary and benefits package.
- Friendly and welcoming office atmosphere.

How to Apply

If you are a motivated individual with the skills and experience, we are looking for we would love to hear from you! **Please send your resume and a cover letter to info@gdccpa.com.**

Greene Dycus, & Co., PA is an equal opportunity employer.

Join us and make a positive impact on our team and with our clients!