

Job Description for Administrative Assistant

This position is based in San Juan, Puerto Rico. Candidate must be fluent in Spanish and English.

\$150 million private holding company seeks bookkeeper/administrative assistant with accounting and general office skills.

Candidate must have strong computer skills, the ability to research, prioritize work, compose correspondence, and work independently with little supervision. The ideal candidate will be experienced in handling accounting related tasks and a wide range of administrative tasks. Responsibilities include bookkeeping which includes bank reconciliations, data entry, and accounts payable. Also general office responsibilities of updating databases, paperless data management, preparing domestic and international mailings, making travel arrangements, filing, and proofreading. Must be detailed orientated, organized, able to multi-task, flexible and resourceful.

College degree required. Experience with Quicken, Quickbooks, Excel, Word, Powerpoint is required. Experience with Sage ACT!, Constant Contact, and LaserFiche helpful.