

EMPLOYER - ALSO COMPLETE SHADED SECTION FOR DCC USE

Employer:	Express Employment Professionals
Street Address:	3 Neptune Road, Ste. P23
City, State, Zip:	Poughkeepsie, NY 12601
Phone:	845-849-2890
Website:	www.expresspros.com/poughkeepsieny
Contact Name/Title:	Sandra Jackson/Owner
E-mail:	Jobs.poughkeepsieny@expresspros.com

Position Title: Office Manager

Part-Time Full-Time

Company/Organization Name:	Express Employment Professionals
Location:	3 Neptune Road, Ste. P23, Poughkeepsie, NY 12601
Company/Organization Profile & Size: (Include website)	www.expresspros.com/poughkeepsieny Since 1983, Express Employment Professionals has been helping people find work. Join our team and help put a million people to work annually!
Industry:	Accounting
Position Description/ Responsibilities: (include where job is located)	<p>Our client in Brewster, a small CPA Firm is looking for an Office Manager.</p> <p>This position requires a positive attitude, flexibility, dependability, discretion, and trustworthiness</p> <p>We are looking for someone that can set the example of excellence within our organization</p> <p>Responsibilities</p> <p>In this role, you will serve as the "go-to" person for all office needs, including:</p> <ul style="list-style-type: none"> • Support the president and accounting teams to ensure the company is working towards a unified goal • Coordinate with clients to ensure projects are completed timely • Perform an array of administrative tasks: manage calendars, schedule meetings, order supplies, etc. • Interact with clients and staff to ensure effective execution of all services
Qualifications/ Required and/or Preferred Skills:	<ul style="list-style-type: none"> • Takes initiative and possess a positive, friendly, and upbeat attitude • 3 years administrative experience in an office setting • Strong MS Suite • Strong organizational skills • Excellent written and verbal communication skills • HS Diploma
Employment Type:	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary

Wage Rate or Range	\$18/hr. - \$22/hr.
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How to Apply:

E-mail: jobs.poughkeepsieny@expresspros.com	
Online:	
U.S. Mail:	
Contact Name & Title: Sandra Jackson/Owner	
Include:	<input checked="" type="checkbox"/> Resume <input type="checkbox"/> Cover Letter

Additional Comments:
