

Office Assistant

Life Science! is currently accepting applications for the position of Office Assistant, to begin in February 2013. The mission of Life Science! is to improve the environment and wildlife by delivering to clients the highest quality of environmental services in the areas of wildlife habitat protection, restoration of degraded ecosystems, and better management of natural resources.

This is a part-time position for the right candidate who is passionate about the environment and office administration. The Office Assistant works closely with the Lisa Stallings, Company Principal.

Position Description:

Keeps office running efficiently

Primary Objective:

The Office Assistant will ensure the smooth operation of the company by making sure all administrative tasks are performed in the most timely and efficient manner possible while contributing to the supportive and collaborative atmosphere of the company.

Responsibilities:

- Accounts Payable and Receivable - invoice clients for work performed, track invoices to verify payment, pay company bills with assistance of Lisa Stallings
- Payroll - collect employee time cards, input payroll information online, pay quarterly payroll taxes
- Format documents, edit graphics
- Maintain and update filing systems for financial and legal documents, vendors, clients, and employees
- Make and input appointments into company calendar
- Provide administrative and operational support for our small office: coordinate the purchase and maintenance of office equipment, purchase supplies and services, process incoming mail, email, and phone calls

Knowledge, Skills, and Abilities:

- Strong familiarity with Mac and PC platforms, Microsoft Word, Excel, FileMaker Pro, QuickBooks, Photoshop, and Adobe Acrobat
- Working familiarity with invoicing and bookkeeping
- Ability to work quickly in a fast-paced, creative, and changing environment
- Strong communication skills, both written and verbal
- Ability to work independently
- Familiarity with environmental science and permits a plus

Minimum Qualifications:

2 years of college or 2 years of office experience. Excellent references.