



FINANCIAL RISK
GROUP



OPERATIONS ASSISTANT

Description

In this role you will learn about and implement the processes needed to manage office activities for an international firm. Your training and areas of responsibilities will cover: accounting, finance, marketing, human resources and purchasing. You will act as a liaison to ensure continuity and quality of service. You must enjoy working in a dynamic environment, solving problems, have strong attention to detail, and thrive on continuous learning and improvement

In this role you will:

- Assist with the phone systems—learn the operating system and be the primary POC
- Learn about expense report processing and controls: process reports timely
- Learn about on boarding new hires. Be the POC for this process
- Set up meetings, SMEs, interviews; prepare schedules, make sure equipment is functional
- Learn about general HR development, assist in the creation of programs
- Coordinate social and charity works programs
- Learn about building maintenance contracts, how to negotiate; them maintain them
- Purchase supplies weekly
- Assist with general bookkeeping functions as needed—A/P, A/R, Expense Payables
- Learn about company insurance requirements then review client contracts for insurance and financial issues
- Learn general timekeeping using Intervals, train to maintain projects in the time system for proper tracking
- Assist with social media and the website
- Perform other tasks as assigned, not limited to: setting up training sessions (SME's), asset tracker, basic IT software loads/ maintenance, safety monitoring, prepare a proposal, spec out costs,

Essential:

- B.S. / B.A. degree AND 0-1 years office experience in the areas of operations, finance, human resources or business management
- Experience working with groups; on a team
- Strong written, and oral communication skills
- Good presentation skills
- General finance experience: debits credits, financial reporting and communications.
- Experience with A/P, A/R, online banking, ACH, bank reconciliations helpful
- Familiar with purchasing processes
- Familiar with marketing and social media
- Ability to quickly adapt to new software applications
- Strong attention to detail
- Organizational skills
- Strong work ethic

Technology Experience:

- Microsoft products - i.e. Excel, Word, PPT, Outlook
- Intuit products- i.e. Quickbooks
- Adobe Products - InDesign
- Social Media Platform, Wordpress