



FINANCIAL RISK
GROUP



OPERATIONS ASSISTANT

Description

In this role you will learn about and implement the processes needed to assist with office activities for an international firm. Your 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:

- Learn about expense report processing and controls: process reports timely
- Learn about on boarding new hires. Be the point of contact for this the administration of this process
- Set up meetings, SMEs, interviews; prepare schedules, make sure equipment is functional
- Coordinate social and charity works programs
- Maintain building maintenance contracts
- Purchase supplies weekly
- Learn general timekeeping using Intervals, train to maintain projects in the time system for proper tracking
- Assist with social media and the website
- Assist with the phone systems—learn the operating system and be the primary POC
- Scan documents, make copies, and filing
- Perform other tasks as assigned,

Essential:

- Associate 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 office and 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
- Discretion
- 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