



Job Announcement Administrative Assistant

Administrative Assistant

Description: Part-time position, approximately 20 hours per week or less, Monday through Thursday.

Pay and Benefits: Negotiable

Reports to: District Manager

Position Summary: Administrative assistant will interface with customers to provide daily service needs. Take payments from customers and send out billing monthly. Make deposits in a timely manner. Update and monitor customer accounts and track expenditures/income of the company and prepayment of services.

Minimum Qualifications:

Education and Experience: High school diploma or equivalent. Up to two years of office experience requested.

Essential Qualifications:

- Have a knowledge of computers and basic office suite programs;
- Understand and be able to file documents correctly;
- Understand financial statements (Focus A/R and A/P);
- Have prior knowledge of QuickBooks program;
- Be able to interface with public for day-to-day service needs in person, written, and on phone;
- Position will be subject to the random drug testing policy and periodic driver's license verifications.

Ability to:

- Perform math calculation;
- Communicate effectively with supervisor and subordinates;
- Complete and submit all required reporting with the proper regulatory agency;
- Speak, read, and write in English at a business level;
- Understand, write and follow written and oral instructions;
- Meet State of Utah requirements regarding citizenship or alien identification certification.

To Apply: Submit resume to MGSID: manager@mgsid.com. Resumes are reviewed on an ongoing basis. Position is open until filled. Pre-employment drug screening and criminal background screen are required.

July 1, 2024

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