

# Atlas HR and Staffing

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## Bilingual Administrative Office Assistant

### Description

Locally owned Staffing, Consulting and Recruiting firm seeking well-rounded, organized administrative office assistant for part time position, approximately 20-25 hours per week to start, with possibility of additional hours / full time in the future. This position will assist with candidate hiring & application process, on-boarding, receptionist duties, filing system, employee database management, assistance with employee trainings and recruiting, and other duties as needed. HR knowledge and experience a plus!

Must be a tech savvy individual with the ability to help manage the companies Facebook, Instagram, website, and job posting pages.

Beginning schedule approximately M-F 1pm – 5:30pm. We would prefer someone with a flexible schedule during the hours of 9am-6pm.

### Qualifications

Bilingual English Spanish with strong language skills (English & Spanish, Written & Verbal) is a must!

QuickBooks experience (especially payroll, A/R, A/P) with experience handling payroll filings, quarterlies, direct deposit submission, bank reconciliations & liability payments.

General office & administrative duties: phones, email, faxes, filing, document preparation, handbook & policy editing, employee verification & reference checks. Other assistance as needed.

Computer Software Experience: Word, Excel, Outlook, QuickBooks

Must be easily adaptable with a strong attention to detail!

Must have excellent organization & filing skills.

Must have a professional phone demeanor and be courteous and friendly to clients & applicants.

Must have reliable transportation.

Please inquire for more details.

### Hiring organization

Atlas HR & Staffing

### Employment Type

Part-time

### Date posted

August 10, 2022