3-15-17 Office Manager, Hey!Tanks LA, Pasadena, 3-20-17 deadline

Job Title

Office Manager

Agency

Hey!Tanks LA - Rainwater Harvesting for the LA Basin, http://heytanksla.com/

Location

Pasadena, CA

Pay Rate

$13 - $17 an hour

Responsibilities

* General office duties: filing, billing, accounts payable, payroll and scheduling
* Invoicing and project accounting
* Order supplies and equipment as needed
* Respond to all new inquiries via phone and email
* Collects all requests for proposals (RFPs) and maintains log of active requests.
* Coordinate and follow up with vendors
* Sets up and maintains project files.
* Maintain and update vendor and contractor lists.
* Collects invoices for review and approval

Required Skills

* 2-5 years of administrative experience
* Bookkeeping/accounting
* Attention to detail while handling multiple projects.
* Proficient in Microsoft Word and Excel.

Desired Skills

* Experience with scheduling, budgeting and payroll
* Construction management experience
* Advanced computer skills
* Excellent written and verbal communication skills

Application Mode

Send cover letter and resume to: sales@heytanksla.com

Application Deadline

March 20, 2017

Contact for further information

sales@heytanksla.com