

Office Manager (Part-time)

Job Description:

- Daily entering info/managing accounts in Quickbooks
- Monthly reporting to CPA and CEO (Excel)
- Travel arrangements for US and Canada teams (business conferences, meetings)
- Following up Accounts Receivable and Accounts Payable via Salesforce, Quickbooks
- Interface with US/Canada Payroll companies concerning Payrolls, New recruitments, PTO questions.
- Ordering Office Supplies
- Assist in organizing events, ordering lunches etc.

Skills:

- Experience in Administrative positions
- Good knowledge of Quickbooks
- Ms Office, Google Calendar, Dropbox, etc...
- Detail-oriented and good communicator
- A friendly, service-oriented personality
- Optional: French and/or Spanish (working level)

Send your CV and cover letter to natalia.medvedeva@amalto.com