ENVIRONMENTAL PR GROUP public relations, marketing & advertising

286 Crystal Grove Blvd
Lutz, FL 33548-6460
ph 813.948.6400
fax 813.948.7206
www.eprgroup.com

Administrative Assistant

Minimum 3 years of experience
Pay $27,000 - $31,000

Busy small business needs ambitious, top flight, take-charge person to direct and manage administrative function in busy, growing with open communication and culture of achievement.

General Duties

Busy small business needs ambitious, top flight, take-charge person to direct and manage administrative function in busy, growing business with open communication and culture of achievement. Reports to owner.

Qualities for Success

- Ability to multi-task
- Self-starter
- Conversant in WORD, Excel, PowerPoint
- Readily learn new software: we have a variety of proprietary software packages we use (Timekeeping, Bookkeeping, Contact Management, etc.)
- Organized

Administrative

Daily
- Answer phones
- Sign for packages
- Filing
- Clippings
- Project support

Weekly
- Website statistics every Monday
- Make bank deposits

Monthly
- Track and order office supplies
- Pay monthly sales tax

Light Bookkeeping

- Monthly invoicing (including reimbursements)
- Mid month and end of month check preparation
- Reconcile credit cards and bank accounts
- Account balance reports
- Prepare Productivity, profitability, reports
- Support Account Execs with budgeting reports

Occasional

- Coordinate dental plan
- Travel booking
- Prepare media budgets and place media ads as requested
- Research (media costs, etc.)
- Order and track 1-800 numbers and domains
- Quotes for printing or other services
- Ensure insurance bids, company certifications and other

Apply to: Admin Assistant
The Environmental PR Group
honey@eprgroup.com
No phone calls, please