

### **Administrative Assistant/Accounting Assistant – Open Position**

As an Administrative Assistant/Accounting Assistant at Design At Work, you will have the unique opportunity to contribute to the exciting and fast-paced environment of a full-service marketing and advertising firm. We are looking for candidates who possess a positive attitude and an outstanding work ethic. You will be responsible for ensuring our clients, potential clients, vendors and employees have a first-class experience with Design At Work.

#### **Job duties MAY include, but certainly are not limited to:**

- Perform general administrative duties
- Create and modify documents using Microsoft Office and Adobe Acrobat
- Develop monthly client status reports
- Knowledge in QuickBooks preferred for client invoicing, light accounting duties and A/R
- Maintain employee benefits programs and inform employees of benefits
- Perform light HR tasks for employees
- Ability to work/attend after-hours client functions and networking events (typically 1x a month on a Thursday)
- Research, price, purchase and stock office supplies and other office needs (requires vehicle)
- Responsible for mail, courier and/or FedEx
- Coordinate and maintain office records
- Provide customer service as needed for clients
- Organize and coordinate office functions that may include occasional errands
- Meet and greet clients and visitors
- Develop and upkeep company social media accounts
- Support office staff in assigned project-based work  
\*We are a small office environment so you will be responsible for other duties as the need arises

#### **Qualifications:**

We are looking for a candidate who would like to be challenged! They should be familiar with a professional office environment and its practices, be able to work as a part of a team as well as independently and be able to juggle numerous projects at once where they must constantly think on their feet. Microsoft Office experience required (including Outlook). QuickBooks knowledge preferred. Previous administrative or accounting experience a plus.

#### **Qualities for a good fit:**

- Genuine interest in helping others, whether over the phone or in person
- Good business sense and judgment to help others in a variety of situations
- Quick learner, detail oriented, proactive and well organized
- Holds oneself to a high standard
- Outgoing team player that can also work comfortably on an independent level
- Exceptional written and oral communication skills
- Ability to multi-task and work at a fast pace
- Strong desire to learn and be challenged, problem solver
- Willingness to learn or try new things
- Positive outlook and attitude
- Professional dress and appearance

#### **Send cover letter and resume via email to (do not call):**

- [tricia@designatwork.com](mailto:tricia@designatwork.com)

The Administrative Assistant/Accounting Assistant will report to the President.

#### **About Us:**

Established in 1990, Design At Work Creative Services is a Houston-based integrated marketing firm. The agency creates comprehensive marketing campaigns that include advertising, public relations, special events, collateral materials, logo identity creation, graphic design and website development. For more information about DAW, and the dynamic team of professionals you'd be working with, check out our website at [www.designatwork.com](http://www.designatwork.com).