

Title: Administrative Support Specialist

Department: Building Management Services

Location: 68-70 Tuers Avenue Jersey City, NJ

Basic Functions:

Administrative support to Building Management Services Organization. Ensuring efficient operation of a variety of functions, including gathering of information relating to processing bi-weekly payroll, accounting support with accounts payable/receivable, customer service-related duties and data input as directed by the Senior Vice President of Building Management Services. Applies principles of basic accounting skills for the analysis of financial information and preparation of a range of financial and operational reports.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Organize and schedule meetings and appointments
- Maintain a variety of contact lists including a contract database
- Develop and maintain filing systems, both paper and computer-based
- Generate analytical reports relating to operational performance/employee utilization
- Responsible for monthly analysis of financial performance of department
- Act as a central point of contact for accounts payable and payroll information as directed
- Responsible for following all company procedures that relate to the billing, payroll and other functions
- Review, investigate, and correct errors and inconsistencies in financial entries, documents, and reports
- Collects appropriate financial and operational data and creates reports, as required
- Other related duties

Employee Qualifications:

- *Must be vaccinated for COVID-19*
- *Associates Degree or 4 years of progressive experience in related field*
- *Must be able to demonstrate adequate knowledge and use of Excel and other data driven computer programs.*
- *Occasionally required to lift and/or move up to 15 pounds, and regularly lift and/or move up to 15 pounds.*

Requirements:

- Administrative experience
- Knowledge of management systems
- Excellent time management skills and ability to multi-task
- Strong organizational and planning skills
- Proficient in Microsoft Office
- 3 years' experience in related field
- Janitorial – Building Management experience a plus

TO APPLY: Contact John Cox (201) 434-3303 ext. 107 Email: jcox@hce.works

Position is Full- Time 401k, Medical, Dental, Vision