

Administrative Assistant

McGinley & Associates is seeking an Administrative Assistant for our Reno, Nevada office. The successful candidate's responsibilities would include, but would not be limited to:

- Receiving and directing phone calls
- Invoice processing, accounts receivable, accounts payable
- Record keeping
- Filing and data input
- Report preparation
- Various other tasks as assigned by Project Managers

Key Requirements:

- Strong organizational skills
- Ability to multi-task
- Capable of prioritizing multiple requests
- Ability to work independently, effectively, and efficiently
- Excellent interpersonal skills
- Highschool Diploma or equivalent, Associates Degree or higher in related field is a plus

Preferred Credentials:

- Minimum of 1 year of relevant experience
- Proficient in all Microsoft programs
- Knowledge of Quickbooks

The position can have an immediate start and is full-time. Interested individuals should submit a one-page resume to info@mcgin.com.

McGinley & Associates is an Equal Employment Opportunity Employer. Applicants with diverse backgrounds, experiences, ability, and perspectives are encouraged to apply.