

OFFICE ADMINISTRATOR

Responsibilities

- Experience working in a supportive role, preferably in a human resource management
- Good oral and written communication skills and ability to use different note taking methods to capture accurate information and produce required reports.
- Experience working with a variety of office management tools to include Microsoft Office Suite and varying office equipment.
- Calling of customers to follow up on outstanding payments daily.
- Prepare the daily receivables email and deposit listing.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies and resolve customers' billing issues.
- Prepare statements and customer letters.
- Visit customers to follow up, build rapport and collect outstanding balances.
- Accurate management of customer balances and reconciliations.
- Information gathering, data mining and good records management skills.
- A high level of maturity, professionalism and confidentiality.
- Receive and distribute all mails and correspondence for the company
- Store all contracts and important company records and ensure that these are up to date.

Qualifications and Experience

- Certified Professional Secretary /Certified Administrative Professional certification or an Associate Degree in Business Administration from a recognized institution

Deadline: March 27, 2019

Salary range: negotiable

Email Resumes and Cover Letter to:

Human Resources

GeoTechVision Enterprises Ltd

44 Cowper Drive

Kingston 20

Jamaica, (876) 634-6813

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