

## ADMINISTRATIVE ASSISTANT IN PITTSBURGH, PA

### SEEKING STRONG COMMUNICATORS WITH EXPERIENCE USING MICROSOFT EXCEL TO SUPPORT OFFICE ADMINISTRATORS.

#### ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at [www.benderconsult.com](http://www.benderconsult.com).

#### HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit [www.benderconsult.com/careers/submit-resume](http://www.benderconsult.com/careers/submit-resume) and complete the electronic form.

#### POSITION DESCRIPTION:

- Process credits and debits to clear the Accounts Receivable for disputes in the SAP system as soon as possible.
- Maintain and monitor plans for trade show attendance.
- Support administrators with preparing and reviewing of polyurethane expense reports.
- Provide backup phone coverage for administrators.
- Assist administrators in meeting logistics, including, but not limited to: Catering, meeting and dining room reservations, printing and copying presentation materials, and organizing binders.
- Manage inventory and order supplies as needed.
- Perform daily office duties such as mailing letters, filing and copying documents, sending faxes, and preparing daily itineraries.
- Prepare Excel spreadsheets as needed.
- Assist with organizing both on-site and off-site customer meetings and events.

#### QUALIFICATIONS:

- Must have excellent interpersonal, oral, phone, and written communication skills.
- Ability to interpret and apply travel and expense reporting policies.
- Familiarity with the Microsoft Office Suite of products, particularly Outlook and Excel.
- Demonstrated ability to solve problems and adhere to confidentiality policies.
- Ability to learn and work with SAP, Connections, Concur, identity and access management, and in-house catering and work order systems.