

## ADMINISTRATIVE ASSISTANT IN PITTSBURGH, PA

SEEKING PROFESSIONAL TO SUPPORT MAINTENANCE OF OFFICE WHICH INCLUDES HANDLING REQUESTS, MAINTAINING CONTRACTOR FILES, AND COORDINATING INVOICING AND BILLING.

### 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:

- Assists with requests; check emails, handle phone requests, monitor acceptance or declining of assigned jobs, verify accuracy of office calendars.
- Verify invoices; check for accuracy of hours and amounts billed by personnel, research and correct errors on invoices.
- Address personnel job and/or scheduling concerns.
- Maintain and keep updated the contractor personnel files by checking for necessary clearances, insurance information, contracts and W-9 information.
- Correspond with contract personnel regarding file accuracy.
- Contributes to team effort by accomplishing related results as needed.
- Other tasks as assigned, including but not limited to: verification that customer requests are still needed, providing accounting information for billing and or payables, and others as assigned.

### QUALIFICATIONS:

- Computer skills including Google Calendar, Google Docs, Gmail, Quickbooks Pro, Microsoft Office Suite (Excel, Word, Outlook)
- Organizational skills
- Problem solving skills
- Sales experience (preferred)
- Customer Service experience (preferred)
- Ability to work independently
- Strong English & communication skills