

Assistant Office Manager

Do you find it hard to remain engaged in your work, day after day, task after task? If you're just looking for a paycheck, this position might not be for you. At JoeScan, we believe work should be more than that. We want team members who are eager to grow, learn, and contribute to a dynamic environment.

We're looking for an **Assistant Office Manager** who thrives in a variety of tasks, loves helping others, and is excited about taking on new challenges. This role is perfect for someone ready to grow with us, whether you're starting your career or looking to take the next step. If you enjoy solving problems, adapting to change, and working in a supportive team, we'd love to hear from you.

Skills and Requirements

- **Education:** 2-year Accounting degree
 - **Technical Skills:** Proficiency in QuickBooks and Office 365 or Google Workspace.
 - **Soft Skills:** Excellent written and verbal communication skills, with strong organizational abilities.
 - **Mindset:** Eager to learn and take on new challenges; thrives in a fast-paced environment. No task too small.
 - **Physical Requirements:** Able to lift 50 pounds and perform tasks related to office upkeep.
 - **Bonus Skills:** Experience with international shipping or logistics is a plus.
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Key Responsibilities

Office Management

- Oversee day-to-day office operations, including maintaining snacks and supplies, and managing facility needs.
- Answer and direct phone calls, greet visitors, and manage general correspondence.
- Organize and maintain filing systems to ensure accurate and efficient record-keeping.
- Assist with scheduling, coordinating facility repairs, and maintaining office equipment.
- Keep labor law posters updated and ensure compliance.

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- Take care of indoor plants and maintain a welcoming office environment.
- Support team events and activities to promote a positive workplace culture.
- Willing and able to drive for company errands (mileage reimbursed).
- Other duties as assigned.

Bookkeeping

- Record financial transactions using QuickBooks, including accounts payable (A/P), accounts receivable (A/R), inventory control adjustments and journal entries.
 - Generate invoices, including Commercial Invoices for international shipping.
 - Assist in preparing financial reports, such as income statements and balance sheets.
 - Maintain sales tax exemptions and Certificates of Insurance.
 - Compile data for tax filings and ensure compliance with deadlines.
 - Other duties as assigned.
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Why Join JoeScan?

- **Career Growth:** This is an entry-level position with opportunities for learning and advancement.
 - **Team Environment:** Be part of a collaborative, supportive team where your contributions make a real impact.
 - **Great Perks:** Enjoy a super-auto espresso maker, stocked kitchen, and a shower for midday runners or cyclists.
 - **Outstanding Benefits:**
 - 100% Paid Single/Family Medical
 - 100% Paid Health Savings Account
 - 100% Paid Single/Family Dental
 - 100% Paid \$50,000 Life Insurance Policy
 - 100% Paid Short Term & Long Term Disability Insurance
 - 100% Paid WA PFML
 - 100% Paid WA WC Insurance
 - 401k Safe Harbor & Profit Share Plan
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How to Apply

Send your resume to jobs@joescan.com.

In the body of your email, briefly tell us about a time you used Excel/Google Sheets or QuickBooks to accomplish a goal. Even better, share how your work helped someone or improved a process.

To show you've read this carefully, include your favorite coffee (or tea) drink in the subject line of your email.

JoeScan supports workforce diversity and is an Equal Employment Opportunity Employer. No phone calls, please.

Salary

\$55,000 - \$70,000 (commensurate with experience).
