**Job Title:** Administrative Specialist (Entry Level)

**Location:** San Diego, CA

**Job Type:** Full Time

**Company Overview:** Are you ready to join a dynamic team where your organizational prowess and attention to detail can shine? We're looking for an Administrative Specialist to be the backbone of our operations, ensuring everything runs smoothly and efficiently.

**Job Description:** Are you a multitasking marvel? A wizard of organization? As our Administrative Specialist, you'll be at the heart of our operations from managing office activities to data and project management and beyond, no task is too big or too small for you to tackle with finesse.

**Responsibilities:**

* Coordinate office activities and operations like a pro.
* Maintain records and documentation for easy access.
* Maintain staff and client confidentiality.
* Handle incoming communications with finesse.
* Schedule and coordinate meetings, travel, and appointments effortlessly.
* Assist with concept development for design of marketing material.
* Maintain and perform minimal accounting tasks, including invoicing, A/R, and credit card receipts.
* Keep our office stocked and ready for action.
* Provide invaluable support to our team members.

**Qualifications:**

* Strong organizational and time management skills.
* Excellent communication and interpersonal abilities.
* Proficiency in Microsoft Office Suite (Word, Excel, Outlook) is essential.
* Ability to update company website and use social media platforms.
* Knowledge of BillQuick software.
* Attention to detail and problem-solving skills.
* Proactive and able to work independently.
* Go-Getter Attitude.

**Education and Experience:**

* **Education:** Associate’s Degree or higher is preferred; additional qualifications in Office Administration or related field are a plus.
* **Experience:** A minimum of 5 years in administrative roles in a professional firm is preferred, but if you have the skills and the drive, we want to hear from you!

**Benefit Package:**

* Benefits include medical, vision, dental, retirement, vacation, and sick leave.

**Work Schedule:**

* Monday – Friday: 8:00 a.m. – 5:00 p.m.

**How to Apply:** Are you ready to unleash your administrative superpowers? To apply, send your resume to karen@smr-eng.com.