

Office Assistant

General Description

Part time position in natural health practitioner's office to assist with a wide variety of administrative, daily financial transactions, and inventory duties. Initially requires 2 hours daily, 10 hours per week. Work hours must be onsite in Travis Heights area Monday – Friday afternoons between 1-5. Must have reliable transportation, cell phone, and professional appearance and demeanor. Must be able to provide references to speak to skill and trustworthiness with financial information.

Detailed Work Activities

- Create and print out daily client schedule/ information
- Create daily action follow up list
- Record daily transactions - checks, cash, charge
- Create and make weekly bank deposits
- Invoice clients
- Reconcile payments/ transactions
- Pay product and supplies invoices
- Process daily client orders - make ready for shipping
- Check availability of products and maintain acceptable inventory
- Maintain inventory of herbal products and place orders as required
- Coordinate/communicate with bookkeeper on weekly and monthly schedule
- Draft communications to clients as needed
- Maintain supplies
- Maintain time records and submit to Bookkeeper for payroll entry
- Other tasks as assigned

Skills Requirements

- Microsoft Office Suite
- Google Drive
- Invoicing & Financial Software (QuickBooks, PayPal)
- Appointment & Calendar Management Software (Full Slate)
- Online Sales & Inventory Software (3D Cart)
- Ability to stay calm under pressure
- Methodical and thorough approach to work - organized
- Good at multitasking and prioritization
- A desire to show initiative
- Excellent communication skills

Email cover letter and resume to Gail Hurt at gailhurt@livingauthentically.com.