



## Receptionist/Office Manager (01/01/06)

Circulent is a leading technology integration company providing a life cycle of services including systems integration, network security, web development, collaborative groupware, and interactive marketing.

We are seeking a Receptionist/Office Manager reporting to the Chief Executive Officer to provide leadership in facilities and general office management. Frequent assistance will be required with the Finance, Sales, and Human Resources Departments. This person will be able to multi-task, answer phones, type, review contracts, work on various projects, and provide data entry into accounting software. Good computer skills are a must. We are looking for a take-charge, yet friendly hands-on individual.

At Circulent, consultants work independently and in team environments to support our client's critical technology infrastructure. Responsibilities of Circulent Media include the design, implementation, troubleshooting, and maintenance of client networks, managing projects, and providing tactical and strategic direction to our clients.

### Responsibilities

- Analyze and organize office operations and procedures (e.g. Bookkeeping, payroll, personnel, technology, filing systems, requisition of supplies and clerical services)
- Maximize office productivity through proficient use of appropriate software applications, filing, etc.
- Develop and maintain processes to facilitate timely and efficient workflow
- Interact with clients by answering phones in a professional manner, and replying in a timely fashion
- Facilitate communication between clients and internal employees
- Assist Sales Department with proposal preparation
- Assist Finance Department in creating financial reports and quarterly federal & state income tax returns
- Compile expense reports covering meals, entertainment, gifts, and mileage for all employees
- Prepare annual and quarterly expense reports for analysis
- Assist Finance Department with A/R, A/P, account reconciliations for month & quarter end
- Assist Finance Department with payroll, bank deposits, ACH, and expense reimbursements/approvals
- Audit & track employee timesheets & effectiveness through billable/payable hour reports
- Record, classify, and summarize financial transactions in accordance with GAP
- Assist Finance & Human Resource Departments with employee benefits
- Provide direct support to C-Level executives, including travel arrangements and calendar scheduling
- Oversee facilities management, and all suppliers (office equipment/supplies, Internet, phone, furniture)
- Maintain employee vacation/sick accrual files
- Assist Finance Department with resolving billing issues with vendors & customers
- Hire and supervise support staff

### Professional Qualifications

- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook) and QuickBooks
- Proficient in word processing, spreadsheets, payroll, database software, and Internet research
- Excellent in writing professional correspondence, reports, and presenting information managers & clients
- Ability to calculate figures and amounts such as discounts, interest, commissions
- 3-5 years of proven office managerial & administration experience
- Background in A/R, A/P, financial tracking, analyzing budgets, and contract administration.
- Strong multi-tasking, problem solving, customer service, and self-motivation skills
- Excellent verbal and written communication skills with team members, management and customers
- Superior attention to detail and professionalism
- Highly motivated, dependable individual capable of working in a fast-paced environment
- Consistently manage and resolve all client support requests in a timely and successful manner
- Ability to interact effectively with both technical and non-technical personnel
- Ability to self manage, prioritize, operate independently with little supervision, and build relationships



- Has excellent project management skills, high level of personal organization, and prioritization skills
- A strong ability to multitask, own and execute, and follow through on all business issues
- Associates or Bachelors College degree in business or accounting is preferred

For immediate consideration, qualified candidates interested in joining our professional team should send resume and salary requirements, and answers to the following questions to [hr@circulent.com](mailto:hr@circulent.com). Note: US Citizen, Green Card holders, and local candidates only need apply. No third parties please. This is a contract role with an opportunity to become a salaried employee with and benefits.

1. Are you current working at a company (not consulting or looking for work)?
2. If you are not working, why did you leave your position?
3. What was the salary or hourly rate at your last position?

Circulent Media LLC is an Equal Opportunity Employer.