

Temporary Administrative Assistant

The successful candidate will provide support to a research and consulting firm, Acumen, LLC, as a member of the Financial Operations team. This includes assistance with day-to-day operations and promptly addressing any responsibilities that may arise.

Responsibilities include but not limited to:

- Verify accuracy of physical documents
- Scan, label and file company receipts
- Organize and file company invoices
- Oversee the submission and organization of employee timesheets
- Perform other duties and responsibilities as assigned

Qualifications:

- Possess basic skills in Microsoft Office Suite applications (Word, Excel, etc.), Outlook, and internet browsers
- Must have organization, communication, and time management skills
- Meticulous attention to detail
- Flexibility in performing duties

This is a full-time position. Compensation depends on experience/skillset.

To Apply:

- Complete application at <http://www.acumenllc.com/jobs/>
- Click on "Administrative Assistant" under positions.
- Please send all documents in PDF format.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran, or veteran of the Vietnam era.