



## **Position**

Administrative Assistant

## **Job Description**

Provide clerical support to our administrative department with the internal office needs of a fast-paced technology company.

## **Who is Terrapin?**

Terrapin is a collection of self-directed, smart, and dedicated technicians and administrative staff with overlapping and complementary skills, many of whom have been with Terrapin since in and around its inception in 2008. If you want to share work experience and absorb new skills from some of the best local techs in the industry, then Terrapin is the place for you.

## **Required Skills/Expectations**

- High school diploma or higher
- Two years or more experience in administrative, secretarial and/or clerical based job roles
- Excellent verbal and written communication and mathematical skills
- Ability to manage multiple tasks/projects and deadlines simultaneously
- Ability to identify and resolve exceptions and to interpret data
- Maintain confidential information using sensitivity and discretion
- Strong attention to detail and very organized
- Ability to calculate figures and amounts such as discounts, interest and proportions
- Good sense of judgment, including recognition of when to escalate a problem
- Must be proficient in Microsoft Office with intermediate Word and Excel skills

## **Helpful, but not required Skills**

- Proficient in QuickBooks
- Experience with Accounts Payable, Accounts Receivable, & Invoicing.

**If you are interested in applying, please send a resume and coverletter by email to [jobs@terrapintechology.com](mailto:jobs@terrapintechology.com)**