



## **SC Staffing & Consulting**

[www.siconsultingllp.com](http://www.siconsultingllp.com)

[resumes@siconsultingllp.com](mailto:resumes@siconsultingllp.com)

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### **Administrative Assistant**

Our client, a luxury fashion brand located in center city Philadelphia, seeks an Administrative Assistant responsible for coordinating and managing the office function and providing assistance to the Admin Director/Marketing Director.

This position requires strong communication and organizational skills and an outgoing, friendly personality to join a team of passionate and motivated professionals in a small business setting. This is a full time, temporary to possible permanent position.

#### Requirements:

- Great communication skills and outgoing personality.
- Ability to work independently.
- Working knowledge of Microsoft Office.
- Expert Quickbooks and POS software understanding.
- Bachelor's degree preferred.

#### Responsibilities:

- Customer assistance in person and via telephone and email for product quotes, orders, and payments.
- Job management: Photograph incoming and outgoing product, log in tracking system.
- Shipping and Receiving: Organize shipping function daily including packing, receiving, and shipping products.
- Office supply management: Keep the office and kitchen supplies stocked and organized. Maintain supply inventory and assist in their purchase from vendors.
- Office maintenance: Receive guests, schedule and prepare for meetings, assist in managing IT and Security, ensure office and conference room are always presentable.
- Office projects assistance: Data entry, reporting, maintain customer/vendor files and records by filing and scanning.
- Trade show and event preparation.
- Accounting assistance for orders, pricing, reports, invoices, job tracking, payment processing, accounts receivable.
- Human Resources assistance for scheduling, payroll, new employee processing.

Please send your resume to [resumes@siconsultingllp.com](mailto:resumes@siconsultingllp.com).

### **About SC Staffing & Consulting**

SC Staffing & Consulting is a strategic staffing and consulting company with over 60 years of experience. We have been in business since 2007, providing flexible expertise with a high degree of personal integrity and thoroughly trained staff.

2018Nov02



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We offer full recruitment services to businesses, governments, and other institutions, providing long-term temporary solutions and temp to perm solutions. Our professional resumes target job specifications and demonstrate experience in a compelling manner. Our internal employees have a staffing background with experience handling the full-cycle recruitment process from first interview to hire to successful job performance. Partnering with project leaders and hiring managers we ensure a positive outcome.