



Accelerating Growth Through Better Sales & Marketing Decisions

Office Administrator / Executive Assistant

InfoGrow Corporation, based in Cuyahoga Falls is a national provider of Microsoft Dynamics CRM, analytics and business location intelligence (mapping) solutions for the last 30 years. This individual is critical to our growth and underscores our commitment to the professional development of our team members. This is a part-time position with potential to become full-time.

Qualifications:

- Able to manage multiple projects and adjust priorities quickly
- Ability to manage basic office accounting functions (AR/AP/Payroll)
- Strong user of Microsoft Office technology (Outlook, Word, Excel, and PowerPoint)
- Superior communication (verbal and written)
- Extensive knowledge of filing and records management systems and practices.
- Strong interpersonal skills, demonstrated by developing working relationships
- Discrete and confidential.
- Demonstrated ability to consult with business unit management staff and develop strong relationships at all levels
- Must demonstrate a can-do attitude, and do what it takes to get the job done accurately and efficiently

Experience:

- Three years of progressively responsible executive office support experience.
- Associates / Bachelor's degree preferred, or equivalent work experience
- Experience in support of a senior manager required
- Accounting experience, Quickbooks / Peachtree or other accounting software usage.
- Solid abilities with Microsoft Office products, especially Word, and Excel
- CRM experience preferred (Microsoft Dynamics CRM, Salesforce, Zoho, etc)

Compensation: Hourly (to commensurate with experience)

Reports to: President/CEO

Please email resume and supporting materials to: Jobs@InfoGrowCorp.com

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