**Administrative Assistant Job Description**

**Roy Jackson Design** is seeking a talented administrative assistant to complete a variety of tasks. This is a contract-based position that will start at 16-20 hours per month (flexible) for a trial period of 3 months and will then be reassessed. This is a remote position reporting directly to the owner. Wage is $20 - $25 per hour depending on experience.

**Essential qualities:**

* Knowledge of Quickbooks online.
* Familiar with Microsoft Office Suite.
* Customer service experience.
* Experience with social media platforms.
* Self motivated, self-discipline, efficient, shows initiative, able to work independently.

**Assets:**

* Technical knowledge about audio video/lighting equipment.
* Computer Aided Drafting Skills a definite asset. Ie) Vector Works
* Post secondary diploma in Business Management/Arts management a definite asset.
* Interest in theatre and/or special events.
* Experience with MailChimp/Constant Contact

**Duties:**

* **Bookkeeping:**
	+ Set up customer details in Quickbooks.
	+ Do basic credit checks.
	+ Data entry (inventory)
	+ Send payment reminders.
	+ Other tasks as assigned.

**Customer Service:**

* Customer follow up after a sale, rental, or inquiry.
* Other duties as assigned.

**Social Media:**

* Facebook updates, Instagram updates

**Website:**

* Website updates

**Other:**

Other miscellaneous duties as assigned depending on skills and abilities.

**Please send cover letter and resume to** **admin@royjacksondesign.com** **before April 15, 2023.**