We are an accounting firm in Chinatown looking for a proactive and friendly receptionist/secretary. Candidate must speak BOTH English and Chinese (Mandarin) and be proficient with the computer.

Job Purpose: The receptionist is responsible for performing a variety of tasks to ensure that the office is running smoothly and that clients are receiving the highest level of friendly and personable service.

- Position/Title: Receptionist/Secretary

- Full-Time or Part-Time (Please indicate if it is permanent or temporary role): Full-Time position (any experience welcomed)

- Responsibilities include but not limited to:
  - Organizing office and ensuring proper workflow
  - Handling phone calls and emails in friendly & professional manner
  - Executing COVID protocols
  - Ordering supplies and maintaining inventory
  - Preparing completed returns for client pick up or email
  - Ensuring cleanliness of office space and that proper sanitation procedures followed
  - Interacting with clients directly
  - Preparing and following up on invoices
  - Updating filing systems
  - Assisting staff accountants
  - Other administrative and implementation duties may be assigned

- Qualifications Preferred/Required (Years of experience [if entry level, is on the job training provided?], Education Level, Skills, Language, English Proficiency):
  - Must speak and write ENGLISH and CHINESE (mandarin)
  - Associates degree preferred
  - Proficient with computer
  - Must be proactive and friendly
  - Job training provided

- Benefits Offered: PTO and transit check program
• **Working Hours and Days:**
  - Mondays through Fridays  8:30 am – 5 pm
  - During Tax Season, weekends are required (either Saturday or Sunday).

• **Number of Openings:** 1

• **Form of Payment:** Paystubs

• **Screenings? (Background check, drug test, etc):** No screening required