



Administrative Assistant - St. Louis, MO

We are seeking a highly motivated **Administrative Assistant** for our [St. Louis, MO](#) office to join the ABNA family!

This position will provide administrative and accounting support for ABNA'S Corporate Accounting Manager. We need a highly motivated, independent thinker to support Accounts Receivable & Accounts Payable Functions, entry of sensitive data, filing confidential documents, and scheduling for the executive team. The Administrative Assistant will be the central point of contact for the Accounting Team, Operations Manager, and Corporate Principals. The ideal candidate must be proficient in planning, prioritizing, and organizing a diversified workload and comfortable acting as a liaison with other departments and outside agencies. Candidates must be excellent oral communicators and able to prepare written correspondence with clarity and fluency.

Essential Job Functions:

- Manage Phone Inquiries.
- Copy, Print, and transmit documents via email, fax, mail, courier
- Sort and distribute mail, opens mail for the company.
- Assemble and transmit confidential Financial, Project, and Personnel Data
- Support Marketing and Proposal efforts
- Coordinate travel, lodging, and reservations for meetings, conferences, and training companywide
- Order office and maintenance supplies
- Purchase equipment and department supplies
- Perform other duties to facilitate efficient office operations

Education and Experience:

- High School diploma or equivalent
- Associates Degree, Bachelor's degree (preferred)
- 2 years of administrative experience.
- At least 2 years of invoice or billing or bookkeeping experience (knowledge of Excel)
- Ability to handle confidential company and personnel information with high degree of discretion
- Excellent oral and written communication skills, professional demeanor, and commitment to customer service
- Ability to multi-task, demonstrated ability handle a variety of projects with competing priority



Position Type and Expected Hours of Work:

This is a non-exempt, in-person, full-time position. Work hours are Monday through Friday, 8 a.m. to 5 p.m.

Physical Demands

This is largely an office role; however, occasional out of office tasks may be necessary. This would require the ability to sit for extended periods of time, to lift files, open filing cabinets and bend, stand or walk as necessary both in the office and at offsite locations.

Location: [St. Louis, MO](#)

Salary Range: Competitive & Commensurate with Experience

Opportunity to participate in 401k, medical, and other benefits after standard eligibility requirements are met.

Submission Requirements:

- Email resume to jobs@abnacorp.com for immediate and confidential consideration.
- Applicants only. Recruiters – please do not contact this employer.
- Please do not contact employer about other services, products, or commercial interests.
- No phone calls about this job.
- Qualified candidates will be contacted for interview.