

RECEPTIONIST / ADMINISTRATIVE ASSISTANT

Carter, P.C., a full-service CPA firm with offices in Asheville, Charlotte, and Greenville, SC, is looking for a part-time Receptionist/Administrative Assistant in our Charlotte office.

As the **Receptionist/Administrative Assistant**, you will be an integral part of our team and be responsible for a variety of administrative functions. The ideal candidate for this fast-paced role is a self-motivated individual who is excited for the opportunity to work with a team of motivated professionals in a collaborative environment. Training for the duties of the position will be provided. There will be some interaction with clients by phone and in the office—therefore the ability to communicate professionally is essential.

This role is **part-time**, Monday through Friday from 9:00am to 3:00pm.

This is NOT a remote position, and candidates should expect to work from our physical offices.

Qualifications

- 3 to 5 years relevant administrative support experience
- Previous experience in a professional services environment a plus
- Advanced Microsoft Office 2016 or newer
- Effective organization and time management skills
- Strong written and verbal communication skills
- Ability to manage multiple tasks and shift priorities as necessary to meet deadlines
- Flexible demeanor, pro-active thinker, positive attitude, maintains confidentiality
- Ability to take direction, follow procedures, and ask appropriate questions
- Can complete tasks independently as well as work collaboratively with teams
- Ability to handle stress while operating with a sense of urgency and with good judgment
- Change-management and problem-solving skills
- Willingness to cross train, step outside of the role to help other teams as needed
- High level of professionalism and confidentiality while in the office and in communications within and with external clients
- Listens well and asks pertinent questions to ensure thorough understanding of projects and tasks

Responsibilities

- Provide administrative support to all lines of business to include document preparation, presentations, calendar management, travel management, and meeting coordination
- Using advanced MS Word, MS PowerPoint, and MS Excel skills, work with other professionals to create and edit proposals and presentations

- Assist with logistics for conferences and sponsored events as well as be available to travel for onsite support if needed
- Manage incoming and outgoing mail
- Assist in ensuring common spaces are appropriately stocked with necessities
- Work in a detail-oriented manner to ensure accurate work products

The position will report to our Controller and support the firm with internal assignments and support our lines of business with projects on an as needed basis.

Qualified candidates can submit their resume by email with their cover letter as the body of the email to recruiting coordinator **savannah.blaylock@carter-cpa.com**.