

Administrative Assistant / Bookkeeper Job Description

HAYS Cleaning, Inc. is looking for an Administrative Assistant / Bookkeeper to provide administrative and basic bookkeeping duties for the company. HAYS Cleaning, Inc. a residential and commercial cleaning company that is family owned and has served the south suburbs and south Chicagoland area since 1979.

The position requires approximately 6 to 10 hours of work per week, dependant on tasks which need to be accomplished. Most work may be completed on your own computer, but regular meetings with company owners will be necessary. Required duties include, but are not limited to, the following:

- Drafting and sending quotes, as needed, for current and prospective clients
- Drafting and sending customer service letters and emails, as needed
- Prepare agendas for monthly business meetings
- Attend monthly business meetings
- Monitoring and responding to customer inquiries via email and social media outlets
- Order supplies, as needed
- Weekly payables and receivables
- Monthly invoicing for commercial accounts
- Maintain contact, as scheduled and as needed, with company owners
- Attend site visits with company owner to review for service costs and needs
- Contact prospective customers; draft and send introductory materials to prospective customers; perform follow up calls or correspondence to locations sent introductory materials.
- Filing and organization at company office once or twice a month (flexible schedule)

Required Skills:

- Word processing
- Spreadsheets
- Quickbooks (or comparable accounting software)
- Email and internet
- Use of social media (Facebook, Twitter, Pinterest, etc)
- Excellent command of the English Language, both verbal and written

Required Tools:

- Personal computer (to work remotely) and printer
- Gmail & Google Drive (available at www.google.com; free)
- DropBox (available at www.dropbox.com; free)
- Word Processor (Word, OpenOffice Writer, etc.)
- Spreadsheet program (Excel, OpenOffice Calc, etc.)
- High Speed Internet Access
- Phone

HAYS Cleaning Online Sites

- www.hayscleaning.com
- Facebook: www.facebook.com/hayscleaning
- Pinterest: www.pinterest.com/hayscleaning
- Twitter: www.twitter.com/hayscleaning
- LinkedIn: <https://www.linkedin.com/company/hays-cleaning-inc>

Prefer applicant live within company service area (within 10 miles from HAYS Cleaning office).

Starting rate between \$11.00 to \$14.00 per hour; review for rate increase after 30 days. For consideration, submit resume, with cover letter, to Mary James at mary@hayscleaning.com.