

## Administrative Assistant

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Company: HRA & Associates;

Location: delhi

Category: other-general

Our firm is a well-reputed firm with 35 years of client service experience in the field of audits, taxation, consultancy and litigation. We are looking to hire talent like you at -M/s HRA & Associates, Chartered Accountants, based out of ITO, Delhi. (may check GPS location) Job

Description Position: Office Administrator Location: New Delhi, India contact:

ankit.aggarwal710@gmail.com The ideal candidate will be in charge of the organization and efficiency of daily office operations. From scheduling client meetings, to communicating

between departments, you will be responsible for completing multi-level tasks in a

professional and timely manner Responsibilities Invoice Management & Reconciliation:

Timely preparation of professional invoices, along with meticulous bank and debtors

reconciliation Client Relations & Credit Control: Regular follow-ups with clients to manage credit limits effectively and advising the owners on any necessary action to prevent bad

debts. Office & Client Management Advising: Offering insights to owners for better management practices and enhancing communication within the office and with

clients. Task Management & Communication: Ensuring effective communication with clients and overseeing task completion within set timelines, including setting deadlines for

owners Personal Assistance to Owner: Handling personal tasks for the owner, such as managing property documents, drafting letters to various authorities, liaising with banks, and disbursing salaries. This requires strong drafting skills. Qualifications Proven experience as an

Office Administrator, Secretary, or similar role Proficiency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.) Excellent written and verbal communication skills Ability to

multi-task, organize, and prioritize work Ability to handle confidential information with

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