

CLEAR CAPITAL PARTNERS

Orange Beach, AL. 36561

[theclearcapitalpartners@gmail.com](mailto:theclearcapitalpartners@gmail.com)



### **CORPORATE OFFICE ASSISTANT (Locals Need Only to Apply)**

Clear Capital Partners, a mergers & acquisition company, is looking for a Corporate Office Assistant. This position will help support the team run smoothly, assist our National Childcare Director, and also help other departments on a variety of administrative & operational tasks. We are looking for a proficient Office Assistant to help with our various organizations and running of the daily administrative operations of the company. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

This position is located in Orange Beach Alabama and will work Monday thru Friday, with occasional weekend work throughout the year (only if needed). Remote Work is based on scheduling and the state of our current environment. Occasional travel out-of-state may be required in the future.

### **Responsibilities**

- Primarily assist the National Childcare Director in ways that optimize procedures. Will also assist Management and Associates in other departments as well.
- Data Entry Experience
- Utilizing our ProCare Software to help with basic budgets and reconciliation.
- Sort and distribute communications in a timely manner (working with Asana is a plus)
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings, appointments, and booking travel.
- Perform receptionist duties when needed

## Skills

- Proven experience as a back-office assistant, office assistant, or in another relevant administrative role
- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office
- (Knowledge of or working with ProCare Software is a plus.)

Interest in learning about our business & new technologies, applications, etc.

Sense of humor! We take our work very seriously, but try not to take ourselves too seriously.

## Requirements:

(minimum) 2-4+ years of relevant work experience

Experience with Basic Excel

Experience with Basic Accounting (Plus)

Technologically Inclined

Detail oriented, trustworthy, and punctual

Driven and independent, yet able to work as part of a team support.

To be considered for this unique position, please provide a *cover letter and resume to:*

[theclearcapitalpartners@gmail.com](mailto:theclearcapitalpartners@gmail.com)

Compensation:

- Pay based on Experience

Location:

- Orange Beach, AL. (**Locals Need Only to Apply**)

