JOB DESCRIPTION

Position: JR Accounts Assistant  
Type: Full or Part-Time | Online Office  
DOT Code: 216.482-010  
Salary: 60 / hour (720 / week) or (2400 / week)  
Hours: 12 hours / week or 40 hours / week  

Probationary Period Offer: 14 days; 5% for every completed order.

To become JR Accounts Assistant you must have good organizational skills and be able to work under deadline pressure. The JR Accounts Assistant's duties affect the profitability of the business.

You don't need any additional knowledge. We provide Probationary Period with full support. So you'll get all the necessary skills in the process.

COMPANY SERVICES OVERVIEW
LANVICS Company is one of the leaders on the management consulting market in several countries. We have achieved success in this area due to extensive experience, responsibility and individual approach our experts successfully implement to each customer.

JOB DUTIES
- Plan, direct, coordinate the operations with customers;
- Receive/Send payments;
- Keeping accurate records of operations.

JOB ACTIVITIES
We sometimes have customers that owe us funds and pay us in financial instruments cashable only in the local area. Since we work all over the world, it is much easier for our customers to transfer money to our JR Accounts Assistant who are in the same area. After receiving funds JR Accounts Assistant must record information about transfer and report. Then send money to one of our branches.

**WHY DO WE NEED JR ACCOUNTS ASSISTANT? WHAT DOES IT GIVE US?**

- Reduces % of taxes (avoiding double taxation);
- Reduces expenses for offices maintenance (as JR Accounts Assistant is an official company's representative, so the construction and maintenance of the office is not required);
- Number of clients is increased (as many customers can't make an international money transfer);
- Our service is increased (as the international transfer needs about 5 days to reach our central office and then a couple of days to reach the performers branch. Consequently, it slows down our work significantly. It'd be much faster if JR Accounts Assistant receives the money and directs them to the appropriate department/branch. This is how we reduce terms of payments expectation and can provide a service to the customer more promptly);
- Improves quality of reporting (each JR Accounts Assistant is responsible for one's region. That system allows us to quickly and accurately make up all the reports and avoid their mess up.)

**QUALIFICATIONS REQUIREMENTS**

- High school diploma or GED;
- Strong communication skills to be able to communicate with internal customers, vendors and management;
- Solid analytical and problem solving skills;
- Strong planning and organizational skills to balance and prioritize work;
- Good computer skills;
- Solid working knowledge of Microsoft Office products.