



Accounting Office Administrator Apprenticeship Position

Position: Office Administrator

C-OKAY and Associates Accounting and Tax Service Inc. is seeking an Office Administrator to join their team. This person will perform clerical and administrative functions to drive company success.

Responsibilities Include:

- Greet and assist onsite clients.
- Plan and schedule appointments and events.
- Answer inbound telephone calls.
- Respond to inquiries via telephone or email.
- Implement and maintain organized filing systems.
- Manage a customer service database entry and client files.
- Draft correspondence and other formal documents.

Minimum Qualifications:

- Must be a current student at Coastal Pines Technical College majoring in Accounting or Business Technology.
- Previous office administration (preferred).
- Ability to prioritize and multitask.
- Excellent written and verbal communication skills.
- Detailed oriented.
- Strong Analytical skills.
- Customer centricity.

Preferred Qualifications:

- Experience using QuickBooks accounting software.
- Experience in managing payroll and bookkeeping.

Interested candidates should submit their cover letter and resume to okaytax@att.net

C-OKAY and Associates Accounting and Tax Services

3511 Altama Ave | Brunswick, GA 31520

Starting Wage: \$10.50 Per Hour

