



Job Description: Assistant Office Manager

3CLogic is a global provider of voice and SaaS solutions to enterprise and Global 2000 organizations worldwide. A strategic ServiceNow partner, the company is among the leaders digitally transforming customer and employee experiences, voice-enabled self-service, remote work, and the application of AI to drive better customer outcomes.

We are growing quickly and are looking for energetic candidates seeking to join a fast-paced company and market!. Is that you? If so, please send a copy of your resume and cover letter.

Location: US

Description:

3CLogic is a fast growing provider of cloud contact center solutions and we are seeking a talented Assistant Office Manager in our Rockville, MD location to manage our daily accounting and business operations while supporting the needs of the office. The successful candidate will enjoy taking responsibility and be a key contributor to overall team success. The position will report to the Controller.

Person needs to be highly detail oriented and able to function in a fast-paced environment. We are looking for an 'A Player' who is able to work independently as well as be a great team player.

Job Responsibilities:

- Assist with Accounts Receivable function including customer billing, collection, addressing customer queries and other customer services relating to finance and operations.
- Assist with Accounts Payable function including vendor payment processing and employee expenses. Identify, monitor, and manage vendors for office services, office machines and supplies.
- Assist with HR function including new employee setup and orientation and other HR-related tasks.
- Proactively anticipate needs to maintain optimal office productivity and be willing to take action or escalate as needed.
- Perform miscellaneous special projects or research efforts as assigned.

Qualifications:

- 5+ years of general accounting and office administration.
- Comfortable with learning new technology. Prior experience in a software company is preferred.
- Strong computer and MS Office skills. Experience with Sage Intacct accounting system is preferred.
- Ability to maintain confidential information.
- Start-up mentality, "can do" attitude, with ability to multitask, prioritize, and deal with interruptions with limited supervision.
- Excellent communication and interpersonal skills.

Compensation will be commensurate with experience. Please send your resume along with a relevant cover letter to start the discussion.

Nothing in this job description restricts management's right to assign or modify duties and responsibilities to this job at any time due to reasonable accommodation or other reason.