

Job Title: Tax Admin Assistant

Are you ready for a fresh challenge and a career that offers growth, flexibility, and competitive pay? We're looking for an organized and proactive Administrative Assistant to join our dynamic team!

JOB CODE: TXADKS

Benefits of Joining Us:

- Competitive pay (\$8 to \$12 per hour, based on experience).
- Consistent, steady pay... ON TIME, every time.
- Prepaid Healthcare card (up to \$1,000+).
- 13th-month bonus, paid quarterly.
- Opportunities to grow within the company.
- Holidays off and ownership mentality.
- Be part of an amazing, supportive PH community.

Key Requirements:

- US Tax Form Familiarity/Knowledge
- INSANE Attention to Detail Skills
- Strong organizational skills
- High school diploma or equivalent
- Technical proficiency in Microsoft Office
- Technical proficiency in Excel
- Strong time-management abilities
- Excellent written communication skills
- Excellent verbal communication skills
- Attention to detail
- Commitment to quality work
- Ability to work independently
- Ability to work as part of a team
- Punctuality
- Reliability

Core Responsibilities:

- Organize and manage tax documents according to established systems
- Review and properly categorize client files (personal/business)
- Respond to team requests and manage assigned tasks
- Provide regular status updates on task completion

- Electronic filing of client-related documents (worklist and tax documents)
- Monitor and maintain office supply inventory
- Assist with data entry across departments
- Document preparation and filing
- Handle internal office communications
- Manage daily administrative tasks and workflows
- Support various departments with administrative needs
- Assist in resolving office administrative issues
- Adapt to changing office tasks and requirements
- Create and maintain documentation as needed
- Support team projects when required

Bonus Points:

- Previous experience in office support/administrative role
- Understanding of basic US tax knowledge (different forms & what they mean) basic accounting bookkeeping concepts

How to apply

- WATCH THIS VIDEO: <https://bit.ly/4egNiGg> (VERY IMPORTANT)
- JOB CODE: TXADKS
- LINK TO APPLY: <https://bit.ly/GenApplyForm>