

OVERVIEW

The Asian Business Association of Los Angeles (ABA), a professional business association, represents more than 700 Asian Pacific American small business owners, professionals and entrepreneurs. ABA is a fulfilling and rewarding organization that is active in the community since 1976. The association seeks a full time Office Administrator to help manage their administrative needs which includes bookkeeping, filing, reporting, program and events.

Candidate will assist in the implementation of simple accounting, event planning, office filing and data entry. Along with other staffs, candidate will:

- Perform bookkeeping and invoicing
- Knowledge of QuickBooks a plus
- Assist with event coordination, registration and set up
- Maintain a good rapport with members, board directors and advisory council
- Fulfill clerical work such as picking up mail, answering phones and checking emails
- Process membership
- Organize membership database, online and physical files
- Complete data entry with accuracy
- Assist organizing and ordering office supplies
- Assist with other projects and duties as needed

Desired Skills

- Knowledge of standard office administrative practices and procedures
- Detail oriented
- Proficient in Microsoft Office and knowledge of QuickBooks or other accounting software
- Good phone and writing skills
- Good time management skills
- Be able to work independently and with teams
- Trustworthy, dependable and reliable
- Internet savvy
- Good organization skills
- Can-do attitude
- Able to think quickly with quick decision making
- Have own transportation
- Minimum 3-5 years of work experience in an administrative and office environment
- Be able to lift 10-20 pounds with ease
- Basic graphic design a plus
- Knowledge of ACT or other database software a plus

Compensation

This is a Full-time position (40 hours a week).

\$33,000 - \$36,000 annual salary, depending on experience

Interested applicants should submit cover letter and resume to info@abala.org, emails only; doc. or pdf files.

No phone calls please.