

# Sunrise Express

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## Administrative Assistant-Project Manager

### Description

Highly motivated individual who enjoys fast paced work environment needed as an administrative assistant to the CEO, as well as assist with project management with the IT Director for IT and throughout the company. For the right person with the motivation to perform the assigned duties. There are opportunities for advancement

### Responsibilities

Work with CEO and Accounting on reports and benchmarks for the company. Help ensure compliance with timely submission of reports to various agencies and customers. Working with outside entities on projects. Working with internal staff on projects and training, as well as establishing benchmarks for timelines to ensure staff stays on track, as well as providing written progress reports throughout the projects to IT Director and CEO.

### Qualifications

5+ years' experience in Accounting and IT (combined). Working knowledge of financial documents, accounting practices, basic IT, networking , and project management requested. Will consider others if they are a good fit

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### Hiring organization

Sunrise Express

### Date posted

November 11, 2022