



JOB DESCRIPTION

Diversicom is a clean, safe, friendly environment and company whose mission is "Delivering Innovative Technical Solutions with a Servants Heart".

POSITION: **OFFICE ADMINISTRATOR (PART-TIME/DAYS)**

HOURS: Not to exceed 30 hours per week (Hours TBD M-F)

PAY RATE: This is a part-time position starting at \$12.00 per hour.

LOCATION: 1410 North 21st Street, Tampa FL 33605

PRIMARY DUTIES: The duties of the **OFFICE ADMINISTRATOR** are clerical in nature including:

- ✓ Maintaining a professional work environment.
- ✓ Scheduling company events and executive appointments.
- ✓ Managing the day to day accounting functions of the business.
- ✓ Processing payroll.
- ✓ Maintaining accounts receivables and collecting past due accounts.
- ✓ Managing Human Resource functions, such as contacting applicants, maintaining paperwork, and employee records.
- ✓ Responsible for employee accountability and time tracking related to payroll.

SKILLS:

- ✓ Good customer service, communication skills, and ability to maintain a calm and friendly attitude.
- ✓ Ability to work well and adapt in a team oriented and focused environment.
- ✓ Applicable knowledge of office applications, and able to quickly learn new information technologies as applied in business.
- ✓ Applicable knowledge of graphics design applications, producing brochures, flyers, etc. may be helpful.
- ✓ Intimate applied knowledge of the QuickBooks Accounting application is essential.
- ✓ Fluent in English language

TRAINING: Diversicom has a hands-on lab environment and structured training program.

REQUIREMENTS: US Citizenship or Green Card documentation. Driver's license and proof of auto insurance. Must provide own reliable transportation to and from Diversicom. Must be willing to run general errands, such as for office supplies, making bank deposits, etc.

Inquiries/Resumes should be directed to Diversicom Corporation:

Diversicom Corporation
ATTN: HR
1410 North 21st Street
Tampa, FL 33605-5313
E-mail: dcomresumes@diversicomcorp.com