

Administrative Assistant – full-time employment

The Mangold Group, CPAs, PC is a close-knit team of professionals whose goal is to understand clients' needs and to exceed their expectations. The Firm is looking for a high-energy, detailed-oriented Administrative Assistant full time employee to join the team.

Responsibilities include receptionist tasks, travel and event planning, having the computers up and content ready to go before meetings, helping the managers with whatever clerical things they need. The administrative assistant is required to work at the office in Westlake Hills / southwest Austin during office hours Monday – Friday.

Required qualifications are computer savvy skills, good work ethic, excellent verbal and written communication skills, reliability, and a cheerful attitude.

If you are someone who loves handling many details in a dynamic work environment, this job is for you! Salary is commensurate with experience between \$30,000 and \$40,000 with competitive benefits package.

To qualify for an interview, please send a letter explaining why you are interested in this position, your resume, and a completed [online employment application](#). Note the instructions in red font at the top of the online employment application. Please fill in all the information, including the desired salary, that is not already recorded on your resume. Email the information to info@mangoldcpa.com.