Friday, March 6, 2020

Gaynor Minden Administrative Assistant

Company: Gaynor Minden, Inc.
Location: New York, NY

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Gaynor Minden is seeking a full-time Administrative Assistant in our New York headquarters to be a part of our global team of intelligent and ambitious ballet enthusiasts. An integral member of Gaynor Minden's Administrative Department, the Administrative Assistant will help with a wide range of tasks supporting the operational side of the business.

The Administrative Assistant works closely with Gaynor Minden's Bookkeeper in keeping the company's records and accounting system up-to-date and organized. This will involve data entry, filing, and working within the company databases to make sure that all transactions are handled in an orderly and timely manner.

In addition to bookkeeping responsibilities, the Administrative Assistant will assist in a wide range of research and administrative projects related to improving business operations. This is an ideal role for someone who wants to learn about the day-to-day problem-solving involved in running a business — this individual is expected to be willing to jump in to assist on any type of project that may arise.

Other responsibilities will include office management tasks and general IT support.

This position calls for a detail-oriented, organized, self-motivated, and positive individual. A successful candidate will possess the following skills:

- Excellent verbal and written communication skills.
- Experience with data entry and record keeping.
- An aptitude for research and problem-solving.
- Accuracy in working with quantitative data.
- Advanced computer skills and familiarity with the Microsoft Office Suite.
- Experience using QuickBooks.

To apply, please submit a resume and cover letter to jobs@dancer.com.

Gaynor Minden, Inc.
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For more information:
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