
ADMINISTRATIVE ASSISTANT

Do you like do you like solving mysteries and putting puzzles together?

Do you consider yourself an amateur detective?

Do you enjoy developing and demonstrating your technical knowledge and skills?

Are you "hands-on" with your attention to, and organization of, details?

Do you use an analytical approach to evaluate ideas, information and capabilities?

Do you enjoy completing technical activities personally with less emphasis on group or social activities?

If this sounds like you, we want you to join our team!

The PCM Advantage

Here at PCM, we believe our greatest asset is our team. Our core values are the foundation of our team – we are Accountable for our results, we are Caring toward each other, clients, and our community, and we Empower one another to learn and grow. That is why we A.C.E. every day.

As a PCM team member you will receive:

- *Competitive salary*
- *Complete benefits package with health, dental, and vision options*
- *Paid time off and paid holidays*
- *Possibility for flexible working arrangements – daily schedule and remote/hybrid opportunities.*
- *Exceptional paid training and ongoing support*
- *Supportive and professional workplace*
- *Excellent advancement opportunities*
- *Innovative technology for staff and clients*
- *Opportunities to participate in charity and other community events*

Position Overview

PCM is a niche full-service accounts receivable management firm where everyone will know your name, and you will find plenty of room for professional growth. You will responsible assisting with research, file preparation, analyzing information, and general administrative duties.

Goal: to research and gather data to prepare profiles and documentation

Get Paid!

Base Salary (Annual): \$36,000 - \$48,000 (based on experience)

Responsibilities

- *Researching and gathering information (ideal activity if you like to think of yourself as an amateur detective solving puzzles!)*
- *Preparing builders' liens and discharges*
- *Communicating with customers and external parties to gather information*
- *Coordinating and working with the management team on other projects*

Skills & Competencies

- *Highly detail oriented;*
- *Deadline driven;*
- *Critical thinking skills;*
- *Excellent communication skills to effectively communicate with clients and other staff members;*
- *Highly effective organizational skills;*
- *Creative approach to problem solving*
- *Flexibility to meet the demands of a dynamic environment;*
- *Computer proficiency; Intermediate or higher experience with Work and Outlook, experience with Excel preferred;*
- *Secondary education in business related field, preferred (may substitute additional work experience for education); and*
- *Ability to pass a criminal record check*

Ready to join the PCM Team?

If you want to build a rewarding career with a supportive and dynamic company, then look no further. PCM's #1 goal is to find the right people & we want to make sure we are a good fit for each other. To apply to join our team, follow the steps below:

1. Email resumes to pcmcareers@pcmcorp.com
2. Complete our short survey, just click on the link below (or copy and paste into your browser), and you'll be taken directly to it. The survey should take about 15-20 minutes.

<http://www.profileperformancesystem.com/survey.html?SL=61710>

