

Position Announcement: Billing & Administrative Assistant (Temporary, Part-Time @ 25 hours per week)

Description: Part-Time, 10-Month Position; Flexible schedule – 25 hours per week during EST regular business hours (i.e. five 5-hour days, three 8-hour days, or a combination thereof)

Location: Virtual

Date Available: ASAP through March 2023

Organizational Overview: Renova Environmental Company was established in 2006 and has core competencies providing project management, environmental remediation and restoration, and heavy civil construction services to federal and private clients. Renova's in-house team consists of project managers, environmental engineers and scientists, administrative professionals, heavy equipment operators, and field technicians.

Position Overview: The Billing & Administrative Assistant offers a dynamic and self-motivated individual the opportunity to support overall administrative duties of the organization.

Key Responsibilities:

- Scan, name and file a high volume of incoming paperwork
- Answer phones and direct caller to the appropriate person
- Support the financial department with billing, monitoring the financial email account and assisting with accounts payable and accounts receivable
- Assist with coordinating company outings/events
- Support overall office operations as needed
- Support project managers on projects as needed

Compensation: \$20 to \$22 per hour; commensurate with experience

Qualifications:

- 1 to 5 years' experience in an office setting preferred
- College degree
- Strong computer skills
- Organized and detail-oriented
- Excellent verbal, written & communication skills

To Apply: Qualified candidates should email a resume and cover letter describing experience and qualifications to careers@renovaenviro.com. More information is available at www.renovaenviro.com.