

Brivity VA Administrative Support

ROLE AND PURPOSE

The Brivity VA Administrative Support position is an excellent entry to mid-level job for a motivated and ambitious individual interested in real estate and technology. The Administrative Support position will require a team-oriented individual with the ability to keep organized, multi-task, adapt to changing work, and communicate clearly with team members and direct reports. Brivity VA (Virtual Assistants) operates internationally and anyone who takes the position should be adept at navigating the unique circumstances this entails, all while striving to provide excellent customer service to our clients.

DUTIES & RESPONSIBILITIES

- Tracking and approval of all Brivity VA staff hours (currently 200-250 and scaling to 2-4X that in 2021), including tracking approved overtime and ensuring each paid VA is tied to an active client.
- Utilizing bill.com and other billing software for invoices and payroll and ensuring that each client has been accurately invoiced for VA services (including OT and bonuses).
- Approving and tracking current hourly rates for each VA and auditing this file to ensure hours submitted match client files.
- Tracking any additional bonus pool(s) paid for recruiting, retention, etc.
- Maintaining VA health insurance enrollment and verifying/paying health insurance invoices from vendors.

SKILLS & COMPETENCIES

- Excellent written and verbal communication skills.
- Highly organized with extreme attention to detail.
- Ability to work independently and handle shifting priorities.
- Very motivated by a growth and coaching culture.
- Skilled with computers, email, smartphones, and web-based tools.
- Must work in Bellingham office.

QUALIFICATIONS

- 1+ years' experience providing administrative support
- Strong working knowledge of Google Apps and Microsoft Office applications.
- Experience working in real estate-related businesses or previous international admin support experience preferred

POSITION TYPE & EXPECTED HOURS OF WORK

This is a full-time position; typical work hours and days are Monday through Friday, 8:30am to 5:00pm.

Some flexibility in hours is allowed. Salary DOE.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. As a policy, the Ben Kinney Companies company does not sponsor employment visas. Ben Kinney Companies Tech Division is an Equal Employment Opportunity employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, or national origin.