



**Position: Branch Administrator**

Posted: February 8, 2010

**Columbia, SC**

If you're interested in taking your career to new heights, we have an immediate need for a full-time Branch Administrator. Duties include all administrative responsibilities for the branch, such as AP/AR, coordinating timesheets for payroll, job costing, and coordinating monthly reports.

The ideal candidate will have:

- at least 3 years of administrative experience, including AR/AP responsibilities
- intermediate to advanced knowledge of Microsoft Office products and accounting software (Great Plains preferred, but not required)
- the ability to manage multiple priorities in a fast paced environment
- high level of initiative to complete tasks with minimal supervision.

Equal Opportunity / Affirmative Action Employer