



Administrative Assistant

Company Overview:

Modern Business Associates is a premier human resources outsourcing provider and professional employer organization. Based in St. Petersburg, Modern Business Associates provides administrative support in four core areas: payroll administration, benefits administration, risk management, and human resources consulting.

We are seeking a full-time Administrative Assistant with office work experience.

Main responsibilities include:

- Processing requests for information
- Data Entry
- Document scanning
- General office/admin work
- Special tasks as needed

Required skills and experience:

- Excellent computer skills including knowledge of the Microsoft Office suite

The ideal candidate will:

- Demonstrate a positive attitude in a strong team environment
- Have great customer service skills
- Be highly organized and efficient
- Be able to meet tight deadlines
- Be attentive to detail
- Display good judgment and discretion
- Work well independently and within a team environment
- Be flexible in terms of duties and schedule

Our organization provides a competitive salary, excellent benefits (full health coverage for employee upon eligibility) and a great work environment.

Please provide resume with salary requirements.

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