

# Administrative Support Position

## Bend, Oregon

Resume to Jaime Law



**Our process is different.** [SGA Certified Public Accountants and Consultants](#) is a unique team of like-minded individuals who contribute ideas and energy for the greater good. Our innovative, intentional approach involves collaboration, cooperation and participation at all levels of our firm. We specialize in working with high net worth entrepreneurs, helping them manage their personal and business accounts with thoroughness, accuracy and vision. For 30 years, we have relied on our good reputation, and we are fortunate that our main source of marketing is word-of-mouth referrals. Our team thrives in the energetic atmosphere created by our diverse projects and clients. We pride ourselves in our knack for in-depth research and our relationships with trusted advisors to provide our clients with non-traditional solutions.

### You are:

- Looking for a full-time administrative support position with a well-respected company.
- Extremely organized and good at managing projects from start to finish.
- Able to learn quickly with outstanding attention to detail.
- An excellent communicator, and able to relay personable, concise messages verbally and in writing.
- Able to make our clients feel welcome and known when they call or visit our office.
- Self-directed and accountable.
- A “people person” with outstanding interpersonal skills and a genuine desire to support our professional team.

### Are you ready for an integral position with our forward-thinking firm? You have:

- Excellent written and verbal communication skills.
- An ability to self-direct, manage projects and meet timelines.
- Proficiency with Microsoft Office Suite and the ability to learn specialized software.

### Make it yours:

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