

## **Job Opening**

**Company:** INSZOOM.COM Inc.

**Position:** Office Admin/Bookkeeping

**Company contact:** Raj Vaidyamath

**Job type:** Office Admin/Bookkeeping

### **Job description:**

INSZOOM.COM Inc. is looking for an ambitious, organized and intelligent person who has experience in administration and bookkeeping. The company is growing and there will be opportunities for advancement.

### **Responsibilities will include:**

- Administration for company principals, including office organization, accounts payable and accounts receivable, copying, filing and travel coordination.
- Bookkeeping on behalf of clients. • Data gathering and analysis, including setting up spreadsheets and inputting income statements and balance sheets.
- Excellent usage of MS Outlook, Word, and Excel
- Meticulous organizational skills Professional verbal and written communication skills.

### **Additional information:**

Please send resume and cover letter to [raj@inszoom.com](mailto:raj@inszoom.com) .