

Secretary/Admin Assistant - ORLANDO

Pro Sound, Inc. is looking to hire a full time Secretary/Administrative Assistant to support our Orlando office team.

Responsibilities:

- Answer telephones for Pro Sound, Inc. and SEAL
- Check and distribute company mail
- Assist with Bids documents, data entry, processing of electronic documents
- Assist with assembling project submittals, project binders, O&M manuals
- Reconcile “petty cash”
- Process Credit Card orders for Miami and Orlando
- Maintain and update Purchase Order Log
- Track and Report equipment delivery dates to Project Teams
- Track and Report equipment back orders to Project Teams
- Coordinate RMA’s and RA’s with Project Managers
- Report to Miami CFO, the Orlando OTC billing / invoicing
- Reconcile monthly office expenses
- Maintain inventory of all office supply cabinets

Preferred Qualifications

- Outgoing and friendly personality
- Competent and hard working
- Self-motivator
- Valid U.S. Driver’s license
- Full time availability

Additional Information

Please email a copy of your resume along with a cover letter to; Jobs@prosound.net or use the link on our website under careers

About Pro Sound

For more than four decades, we’ve been honored to design, develop and install some of the most advanced audio/video and lighting systems in many of the most renowned venues in the United States. We’ve earned this right through an unwavering dedication to our craft. Every project must be the best that we can make it – and then even a step better.