



Administrative Assistant to Finance Team

Location: San Ramon, CA

Department: Finance and Risk Management

Employment: Full-Time

Salary: TBD

About Our Company

Come work for a great company with strong employee retention and a team of industry veterans with true passion for what they do. GSO, a GLS Company, is a leading regional delivery carrier which has been providing Priority, Ground, and Freight services throughout the West since 1995. Thousands of companies across all industries rely on our company to deliver time-critical packages and documents everyday because we've got an amazing team that goes the extra mile for our customers. We're always looking to expand our team with like-minded professionals, therefore if this job might be a good fit for you, send us your resume.

Position Summary

The Administrative Assistant to the Finance Team is responsible for effectively and proficiently supporting the finance/accounting and risk management department in day-to-day operations and needs. This role requires a disciplined individual with great attention to detail and organizational skills. Also, must possess excellent people skills, be proficient in computers skills, and enjoy working as part of a hard working team. The Administrative Assistant to the Finance Team is also expected to meet performance standards set by management and to comply with all company policies and procedures. This position reports directly to the CFO.

Responsibilities & Duties

- Coordinate executive communications, including taking calls, responding to emails and interfacing with various internal and external individuals.
- Prepare internal and external corporate documents for the department.
- Schedule meetings and appointments as requested.
- Maintain an organized filing system of paper and electronic documents
- Uphold a strict level of confidentiality and use discretion when handling confidential matters.
- Create, run and provide various finance and accounting related reports.
- Creating and populating spreadsheets to track and report data efficiently
- Assisting with ongoing projects.
- Supporting the team with administrative tasks.
- Completes special projects as assigned
- Manage security access to office.
- Assist risk management with daily administrative tasks which may including maintaining files, filing, faxing, scanning, mailings and respond or requesting documents from internal individuals/departments or external individuals/companies.
- Corporate applicant onboarding for finance department - Responsible for assisting applicants with completion of new hire paperwork and on-boarding process.
- Other tasks and special projects as assigned

Qualifications Needed:

- Ability to work and cope with pressure and deadlines.
- Mitigate and solve time sensitive issues
- Manage the needs and expectations of the finance and risk management department.
- Demonstrate skills to balance multiple projects, meet deadlines and communicate effectively in an ever-changing, fast-paced environment
- Attention to detail and excellent organizational skills

- Customer service oriented, courteous and professional
- Positive attitude and professional demeanor, ability to communicate effectively at any level.
- Exceptional interpersonal communication and relationship-building skills.
- Outstanding written and verbal communication skills.
- Intermediate to Advance understanding of MS Office Suite and industry systems.
- Microsoft Dynamics experience a plus.

Benefits for Full-Time Employees

- 401K with employee matching
- Healthcare benefits
- PTO/Sick Leave
- Direct Deposit

To Apply

Please email your resume and cover letter to careers@gso.com

EEO Commitment:

GSO, a GLS Company, is an Equal Employment Opportunity (EEO) employer and is committed to a diverse workforce. We welcome all qualified applicants to apply to at GSO and we strive to select the best qualified applicant for each position in our organization. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law. GSO complies with all laws and regulations relating to employment discrimination, and are always committed to doing what's right.