
Administrative Support Specialist

Who we are:

We are a tech-savvy, remote-work-friendly, modern firm looking for power performers to enhance our healthy culture. At Drexler & Associates, we strive every day to be better by providing clients with proactive support that makes the most significant impact possible on their professional and personal lives.

Are you a power performer? Do you like being a team player while also working independently? Can you communicate on multiple platforms—in-person, via email, video conferencing—simultaneously with clients and coworkers? Then you may just be our new Virtual Assistant. Read on to see if we're a good fit for each other.

What we'll like about you:

- Supports all team members
- Exceptional management of office operations
- Experience with Microsoft Office (specifically Outlook, Word, Excel and PowerPoint)
- Dedicated to excellent client service and providing a rich, frictionless client experience
- Ability to learn and implement new technology
- At least 2 years of experience in an office environment

What you'll be doing:

- Welcoming clients and answering phones
- Supporting Partners by acting as a strategic assistant and maintaining/protecting calendars
- Supporting bookkeeping and accounting staff by entering daily deposits and reconciling accounts
- Handling mail and marketing materials
- Assisting in tax processes

What success looks like in this role:

- Providing outstanding customer service and treating individuals with respect
- Answering phones promptly
- Meeting deadlines and assisting team members as needed

What's in it for you:

- Flexible schedule (part-time or full-time)
- Remote work environment
- Vacation
- Employer paid retirement plan

What's next?

Are you intrigued by this opportunity? Slide into our DMs [hr@drexler.cpa] with your resume and a 2-minute reel telling us how you are a power performer. We'll send you an email to set up our first interview if selected for the interview process. If not, we wish you luck in finding your new adventure.

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