



Office Assistant

- Full Time

Company Description

Leadfusion is the industry leader in Financial Experience Management (FEM). Leadfusion's CUSTOMERfirst platform increases revenue for financial institutions by engaging consumers across channels and devices in the critical stages leading up to conversion.

Since 1995 Leadfusion solutions have engaged over 1 Billion consumers with the tools and information they need to confidently make financial decisions. Over 300 financial institutions, including 8 of the top 10 banks and more than 75 credit unions trust Leadfusion to educate and empower their consumers

Job Description

We are looking for an Office Assistant to join Leadfusion's team of talented professionals in San Diego. The ideal candidate will be experienced in handling a wide range of administrative tasks and must be well organized and flexible.

Key Responsibilities:

- Point person for office facilities, equipment repairs, mailing, and shipping
- Order and manage office supplies
- Manage relationships with vendors and landlord
- Assist in accounting functions, including collections and expense report processing
- Update spreadsheets, presentations, documents, and reports as necessary
- Perform other related duties as assigned by management

Required Skills:

- Proven office administrative experience
- Excellent time management skills with the ability to multi-task and prioritize work
- Highly organized with great attention to detail
- Self-starter and able to work independently with minimal supervision
- Excellent written and verbal communication skills
- Proficient in MS Office, including Word, Excel, and PowerPoint

With our 20 years of experience building high-value solutions for financial industry clients we offer the stability of a larger organization and the agility and culture of a small company. If you can see yourself on the Leadfusion team then please submit your resume and salary requirements by sending an email to jobs@leadfusion.com.