

Administrative Assistant

Description

The Administrative Assistant is primarily responsible for preparation, review, processing and data entry around various components of the property tax appeal process. Many of the tasks performed are administrative and analytical in nature, but critical towards ensuring efficiency during stressful, deadline-driven appeal cycles throughout the calendar year. The ideal candidate is highly detail-oriented and possesses the ability to handle multiple workloads at once. **Property Tax experience preferred.**

Responsibilities

- Timely prepare and process information requests and authorizations for all properties
- Follow up to assure all requested information has been received
- Review information for accuracy and upload to software database
- Upload property data, values and information to correct property/client in database
- Review and confirm property tax bills are correct and solve any issues or problems related to the property tax bills
- Set-up and maintain file system for all properties
- Drop-off and pick-up mail
- Open mail and sort/scan/upload/distribute accordingly

Qualifications

- Detail oriented individual with solid, basic math skills
- Team oriented with ability to work with multiple people – in person and throughout our network of national offices
- Good communication skills (phone and email)
- Persistence and follow-up will be required when requesting information from Clients and Taxing Jurisdictions
- Ability to research values and property details via County websites and contact with County personnel
- Working knowledge of Adobe and Microsoft Office (Outlook, Word and Excel), as well as the ability and willingness to learn new software
- Strong organizational skills with working knowledge of Windows File Explorer
- Ability to multi-task and work within a deadline oriented environment
- Have a valid driver's license and a vehicle in good working condition to pick-up and drop-off mail
- Must be willing to work in the office; this is not a "work from home" position

Hiring organization

Invoke Tax Partners

Employment Type

Full-time

Job Location

Dallas, TX

Date posted

October 24, 2023