

Administrative Associate - Career Building Opportunity, Bayonne NJ

Company Overview

First Allegiance is an established, woman-owned, property service firm located in Bayonne, NJ. We provide a wide range of services on bank-owned properties throughout the United States. First Allegiance is a forward thinking company with a reputation for creativity, quality service, and professionalism. We are a fast growing company with a deep appreciation for excellence in employee performance. Please visit [www.firstallegiance.com](http://www.firstallegiance.com) to learn more.

Job Description

First Allegiance has several administrative roles. These are long term positions in a fast paced professional environment with opportunities to develop skills and grow professionally. Training and development will occur in one or more of the following administrative roles:

**Administrative Roles**

- Billing
- Accounts Payables (AP)
- Accounts Receivables (AR) & Collections
- Bid Coordination

**Sample Tasks**

- Process invoices
- Bill clients
- Research and resolve invoice rejections
- Follow up on receivables
- Manage and negotiate payment terms
- Prepare, review, and negotiate bids
- Manage and resolve contractor inquiries
- Solicit and expedite support documentation
- Utilize analytic and creativity skills to increase corporate profits
- Identify areas of workflow and process improvement

Job Requirements

- 2-5 years office experience
- Goal orientated and resourceful individual
- Attention to detail; organized
- Research, analytic and critical thinking skills
- Effective communication and negotiation skills
- Customer service oriented
- Team player
- Local candidates preferred
- Additional hours/rotating Saturday morning coverage required during peak production periods

## Package Overview

- Full time; 37.5 hours per week; overtime rate after 40 working hours
- Competitive salary commensurate with experience
- Paid Time Off plan that grows with longevity; paid holidays; perk programs
- Medical, dental, and vision offerings (with employee contributions)
- Medical and dependent care FSA offerings
- Matching 401(k) retirement offering
- Team building and employee appreciation events
- Career growth and development opportunities

To apply, please visit [www.firstallegiance.com/employment](http://www.firstallegiance.com/employment).

*Equal Opportunity Employer: As an equal opportunity employer, our employment practices are in accordance with the laws that prohibit discrimination due to sex, race, religion, creed, color, national origin, ancestry, physical or mental handicap or disability, medical condition, marital status, sexual orientation, sexual identity, sexual expression, genetic composition, familial status, domestic partner or civil union status, veteran's status, age or any other basis made unlawful by federal, state or local law or ordinance or regulation.*