

## **Word Processor**

Apple Growth Partners is seeking an experienced Word Processor in our Akron office. The primary responsibility of this position is to accurately and independently process general office correspondence, financial statements, HUD statements, and other documents, both simple and complex. The right candidate will be accustomed to a fast-paced, goal-orientated environment. Candidates must be punctual, dependable, reliable, and flexible. The right candidate must also display superior client service skills, be a team player, have excellent interpersonal skills, strong technical skills, and work well independently.

## **Responsibilities**

- Type, print, copy, and bind all financial statements
- Responsible for typing proposals, engagement letters, and any additional special projects
- Able to deliver high quality documents within an efficient timeframe
- Proofread and correct grammar, punctuation, spelling and addition in order to produce error-free work
- Answer telephone, direct calls and take messages when the receptionist is not available

## **To qualify, candidates must possess:**

- A minimum of a high school degree or its equivalent; preferably an Associates degree
- A minimum of two years of work experience in a professional services firm; with word processing knowledge
- Expert level of knowledge with Microsoft Word
- Proficient knowledge and utilization of software programs including Microsoft Excel, Access, PowerPoint, Outlook, and the ability to learn other applications when needed
- Copy, Fax, Binding and Scanning equipment experience
- Excellent verbal and written communication skills both in-person and on the phone
- Ability to work independently and show initiative in completing assigned tasks
- Ability to work for multiple individuals at one time and prioritize duties
- Ability to work overtime when needed
- A high degree of personal ethics and integrity
- Attention to detail is a must