

Administrative Associate - Bayonne NJ

**Are you organized and detail oriented? Do you enjoy working with numbers and using critical thinking skills? Well then this position is the one for you!**

As an Administrative Associate, you will have the opportunity to specialize in one of several administrative areas of the company. You will be able to develop skills and grow professionally on one of our Administrative teams such as: Billing, Accounts Payable, Accounts Receivables, Collections, Bid Coordination or Property Registration. Training and development will be provided to guide you on your path to success!

### **Package Overview**

- Full time; \$16/hour plus OT after 40 working hours.
- Paid Time Off that grows with longevity; paid holidays; perk programs
- Medical, dental, and vision
- Medical and dependent care FSA
- Matching 401(k) retirement
- Company paid life insurance
- Commuter Plan
- Great Company culture and lots of perks

### **Applicant Details**

- Goal orientated and resourceful
- Goal orientated and resourceful individual
- Attention to detail; organized
- Research, analytic and critical thinking skills
- Effective communication and negotiation skills
- Collections experience a plus
- 4-6 years relevant experience
- Additional hours/rotating Saturday morning coverage required during peak production periods

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### **About Us**

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 growing company with a deep appreciation for excellence in employee performance. Please visit [www.firstallegiance.com](http://www.firstallegiance.com) to learn more.

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**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.