



Sample Jobs

These are a few examples of jobs we place at Absolute Professionals. This is not a complete list. Please contact us for specific opportunities or to see how we can work with you.

BILINGUAL RECEPTIONIST

Investment banking firm in downtown location. MS office. Salary of \$28,000 with excellent benefits.

ADMINISTRATIVE ASSISTANT

Project assistant in a very busy department in a small but quickly growing engineering firm. Organizational skills, MS Office and Advanced MS Excel. Salary of \$40,000.

EXECUTIVE ASSISTANT

Executive assistant for high level oil and gas executive at a large, international company. Heavy International travel. Handle correspondence, reports, meetings. Salary of \$60,000.

ACCOUNTANT

Cost Accountant for large, high-tech manufacturing company. Monitoring unit cost variance, implementing cost standards for materials and labor, preparing cost of goods sold and production reports, providing detailed cost analysis and trend analysis and developing and implementing cost control systems. Bachelor's Degree in Accounting plus 6+ year's experience. Salary of \$65,000 plus bonus.

ACCOUNTANT

Accountant for small communications firm. Administering payroll processing and fielding associated inquiries, reconciling accounts, handling quarterly and year-end processing, submitting all tax documents, reviewing and submitting annual W-2s and 1099s, handling accounts payable and accounts receivable, working with Controller on tax, payroll, and financial reports, and handling sales tax reports and payments. Salary of \$60,000 plus excellent benefits.