

Work Vapor

<https://workvapor.com/jobs/administrative-assistant-office-support-mon-fri-role-21-50-27-50-hour-abdo/>

Administrative Assistant Office Support, Mon-Fri Role

Base Salary

USD 21 - USD 27

Description

Company: Abdo

Position: Administrative Assistant

Industry: Accounting / Professional Services

Location: Edina, MN, USA (Hybrid)

Employment Type: Full Time

Salary: \$21.50 – \$27.50 per hour

Email: careers@abdosolutions.com

Hiring organization

Abdo

Employment Type

Full-time

Job Location

UNITED STATES

Remote work from: UNITED STATES

Date posted

03/15/2026

Work Schedule:

- Monday to Friday, 8:00 AM – 5:00 PM
- 40 hours per week
- Possible Saturday support (Feb–Apr, 8 AM – Noon)
- Hybrid work environment

Key Responsibilities:

- Provide daily administrative support to partners and staff
- Prepare proposals, presentations, reports, and spreadsheets
- Attend departmental meetings as required
- Communicate with clients, attorneys, banks, and external contacts
- Prepare bank confirmations and engagement letters
- Identify process improvements and efficiency opportunities
- Manage workflow priorities and deadlines
- Draft letters, memos, and emails
- Proofread documents for accuracy and quality
- Handle reception duties at least 2 days per week
- Answer phones and greet visitors professionally
- Maintain clean and organized office environment

Ideal Candidate:

- 2+ years administrative experience
- Experience in CPA or professional services firm preferred
- Strong customer-service mindset
- Advanced Microsoft Word, Excel, and PowerPoint skills
- Ability to manage multiple projects in fast-paced environment
- Highly organized with strong attention to detail
- Excellent communication and proofreading ability
- Comfortable learning new technology tools
- Available for overtime when needed

Benefits Package:

- Medical, dental, and vision insurance
- Health Savings Account with employer match
- 401(k) with up to 4.5% employer contribution
- Paid parental and grandparent leave
- 17 days PTO + holidays + volunteer time
- Telehealth platform access
- Technology reimbursement
- Half-day Fridays (June–September)
- Professional expense support
- Discretionary performance bonuses

Additional Notes:

- Only one position will be filled (Edina or Mankato)
- Interviews may be conducted via Zoom
- No agency candidates will be considered
- Equal opportunity employer

How to Apply:

Send your resume or contact on WhatsApp at Not Provided or email at careers@abdosolutions.com