

Job Title

Assistant Accounting Operations Manager - Part-time

Posted: 4/08/2015

Location

CA, South Coast Plaza

3333 Bristol Street

Costa Mesa, CA 92626

Description

If you're looking for a solid company to be proud of...

Then you'll love a career at Maggiano's - one of the most respected restaurants in the industry!

Our Accounting Operations Assistant will assist the Accounting Operations Manager in managing accounting, personnel files, payroll, and administrative responsibilities at the restaurant level. What do you think? Sound like your cup of espresso? Around here we say our purpose is to bring people together to celebrate the love of family and friends. If it sounds like we have our own way of looking at the world, you're right!

Requirements

Accountabilities:

Must be willing and able to:

- - Be an active team player
- - Follow supervisor's instructions
- - Perform under more than average stressful conditions
- - Make appropriate judgment calls under stressful conditions
- - Maintain a well manicured appearance and persona that reflects the established image of the restaurant

Qualification standards:

- Maturity and empathy to deal with employee problems
- Communication skills verbal and written
- Ability to perform effectively under variable conditions of stress
- Above average ability on Microsoft Word, Microsoft Excel, and Microsoft Outlook computer programs
- Flexibility to work late evenings, holidays, and weekends as required, PART-TIME.
 - Practice discretion with sensitive and confidential information.

equal opportunity and e-verify employer

For more information, or to apply, go here:

<http://maggianosjobs.com/job-detail/5566/2015-04-08?src=JB-10020>