

2 – 5 years experience required
\$12.00 / hr.
9:00am – 3:30pm (30 minute lunch)



Hand & Stone Massage and Facial Spa, headquartered in Hamilton, NJ, is a franchise of day spas offering high quality, convenient and affordable spa services. With prices that are almost 30% less than traditional spas, Hand & Stone's professional atmosphere, walk-in convenience and affordability have fueled the opening of more than 30 franchised spas in the U.S. and Canada in just the past two years.

As a result of our growth, our corporate office is seeking an Administrative Assistant / Accounting Clerk to join our growing team in Hamilton, NJ – with easy access from Trenton / Mercer, Princeton and Bucks County.

Responsibilities:

Primary responsibilities include assisting our Director of Finance and Director of Advertising and Marketing with day-to-day operations respectively including bookkeeping, payables, media, marketing and promotional support.

The Administrative Assistant will also support and assist designated managers and departments in daily administrative duties that may include but are not limited to: receiving incoming calls, managing mail, ordering office supplies, handling guest and associate requests, maintaining various tracking and filing systems, acting as a liaison between departments, generating reports and creating presentations.

Job Requirements:

- Data entry and QuickBooks experience.
- Payables experience
- Proficiency in Microsoft Office with an emphasis on Excel and Word
- Ability to multi-task in a fast paced environment.
- Strong attention to detail and have demonstrable organizational skills.
- Takes initiative and able to work with minimal supervision.
- Assertive with the ability to recognize issues requiring action
- Make travel and meeting arrangements

Interested candidates should forward their resume to: jobs@handandstone.com