

## American Oxygen – Admin & Operations Assistant

### Overview

Support administrative, financial, and logistical processes within American Oxygen. Requires excellent organization, attention to detail, and proficiency in office and accounting tools, particularly QuickBooks.

### Responsibilities

- Record and manage daily journal entries, invoices, and payment tracking.
- Maintain supplier and client records in QuickBooks and company databases.
- Support general office administration: scheduling, document management, and correspondence.
- Assist with logistics coordination and inventory documentation.
- Prepare internal reports, statements, and reconciliations as needed.
- Collaborate with accounting, logistics, and management teams to ensure workflow accuracy.

### Requirements

- Experience with QuickBooks and Google Workspace (Docs, Sheets, Gmail, Drive).
- Understanding of administrative and accounting processes.
- Strong organizational, written, and verbal communication skills.
- High attention to detail and ability to meet deadlines.
- 1–2 years of administrative or operations experience preferred.

### Benefits

- Market-based compensation
- Paid vacation
- Flexible working conditions
- Supportive and growth-focused culture

### How to Apply

Send your résumé and brief cover letter to [careers@american-oxygen.com](mailto:careers@american-oxygen.com) with the subject line 'Admin & Operations Assistant – [Your Name]'.