**About isolved**

isolved is an employee experience leader, providing intuitive, people-first HCM technology. Our solutions are delivered directly or through our partner network to more than five million employees and 145,000 employers — who use them every day to boost performance, increase productivity, and accelerate results while reducing risk. Our HCM platform, isolved People Cloud, seamlessly connects and manages the employee journey across talent management, HR & payroll, workforce management and engagement management functions. No matter the industry, we help high-growth organizations employ, enable and empower their workforce by transforming employee experience for a better today and a better tomorrow. For more information, visit [www.isolvedhcm.com](http://www.isolvedhcm.com).

**Administrative Assistant**

Location: Dubuque, IA

**Job Summary:**

The Administrative Assistant is a very dynamic position, working with a variety of tax credit professionals. You will support and implement a client base expansion through the service product of tax credits and aid in tax credit department workflow. You will become familiar with our tax credit program and NetSuite database, and all their capabilities. You will support the director of tax credits with scheduling, meeting preparation and reporting.

**Core Job Duties:**

Other duties must be performed as assigned or required.

* Create various reports for sales staff and tax credit director to assist in analysis and planning.
* Assist director with scheduling and preparing for various meetings.
* Prepare and send start-up kits to new clients including a welcome letter and service agreement.
* Track agreements that are sent out and update client fields in NetSuite when an agreement is signed.
* Coordinate location information for each agreement, keeping up-to-date and setting up any new locations as they are added.
* Research missing information and update tax credit program and NetSuite.
* Assist with updating contact information.
* Prepare report for sales staff to track outstanding agreements to ensure follow up.
* Coordinate with peers on various projects to support tax credit operations as assigned.
* Work toward continuous quality improvement.
* Stay current with changing technology, including software and phone systems.
* Uphold, support, and promote all company policies.

**Minimum Qualifications:**

To perform this job successfully, the Administrative Assistant must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

* MS Office and Adobe Acrobat knowledge
* Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
* Ability to write reports, business correspondence, and procedures
* Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
* Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
* Ability to define problems, collect data, establish facts, and draw valid conclusions

**Education and Experience:**

* 4-6 years related experience and/or training preferred; or equivalent combination of education

*isolved offers competitive total rewards including health & welfare benefits, career development and advancement opportunities, 401k match, annual merit and pay for performance bonus eligibility and a flexible, safe work environment.*

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. isolved is a progressive and open-minded meritocracy. If you are smart and good at what you do, come as you are.*