

HR/Administrative Assistant

Kushner LaGraize, LLC currently has positions available for HR/Administrative Assistant

Kushner LaGraize, LLC, a Metairie, LA based CPA firm, is seeking a professional, goal oriented business individual with excellent organizational and communication skills to manage various office administration duties and projects. Position works with all levels of management, must use good judgement and discretion and balance several priorities. Human resource experience such as payroll, benefits and 401(k) a plus. Must have a bachelor's degree or higher in a business field as well as 5 years of relative work experience. Great benefits and compensation offered.

Please submit your resume to Michelle Rojas, Director of Administration at rojas@kl-cpa.com.