



JOB TITLE:

Office Assistant

DEPARTMENT:

Office

IMMEDIATE SUPERVISOR:

Office Manager

PURPOSE:

Primary contact person for telephone communication. Preparation and organization of all office related functions.

Position Summary:

In this independent position, you will be responsible for all office duties to include but not limited to; telephone receptionist, invoicing, lot preparation, file organization, dictation, letter writing, customer and vendor interactions, documentation and office organization.

Critical Functions:

To utilize good grammar skills for correspondences between customers and/or vendors. To answer the telephone with a friendly, professional attitude, screen calls, and take messages correctly. Perform accurate and efficient typing skills to produce documents. Detail oriented, confident, organized and efficient practices necessary to insure proper and complete preparation of paperwork to accompany all shipments and traceable to accurate documentation. Able to be an independent worker capable of performing office tasks with limited supervision and minimal instruction. Computer experience in word processing, proofing, documentation, procedure formation, and file manipulation. Comfortable learning new software (i.e. JOBBOSS) and general computer maintenance.

Requirements:

High school diploma, with high grades in English/Grammar. Previous computer experience in word processing, saving files, merging files and new document formation. Two years previous office experience with good knowledge of Windows operating system. An individual who is friendly, professional, confident, organized, detail oriented and efficient. Typing skills capable of 40 wpm accurately, while possessing the ability to elaborate on letter preparation from an outline. An added bonus for past experience with a company involved in government contracts either as a prime contractor or a subcontractor, and/or a company certified as ISO 9000 compliant. Proficient in JobBoss, Excel, Word and QuickBooks.

Benefits:

Vacation, Holiday Pay, Insurance, Retirement Plan