



905 ½ Washington Avenue SE, Ste B
Bondurant, IA 50035
(515) 528-2775
www.generationalguns.com

Administrative Assistant – Part-time

Generational Guns provides and repairs quality guns for protection and recreation for all generations. As a growing, family oriented business, we are looking for a qualified administrative assistant to provide administrative support in ensuring efficient daily operations. Supports managers and employees through a variety of tasks related to organization and communication. Ability to effectively communicate via phone and email ensuring that all duties are completed accurately, delivered with high quality and in a timely manner. Responsible for confidential and time sensitive material. Basic firearm knowledge is a plus but not required. This position is for 20-30 hours a week.

Requirements:

- Proven admin or assistant experience
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- High school diploma or equivalent; college degree preferred
- At least 21 years of age and able to pass a background check

Job Duties:

- Track and update Gunsmith's weekly work sheets
- Process Form 4473's
- Responsible for compliance of Acquisition and Disposition records
- Ship out and receive warranties, sales and repairs
- Contact customers on completed repairs and orders
- Enter and count inventory
- Maintain online customer relations and social media accounts
- Complete and send appraisals
- Process firearm transfers
- Help with events and sales promotions
- Perform other related duties as required

Benefits:

Pay based on experience. Will be required to have a concealed weapons permit. If you don't already have one, we will pay for you to obtain one. If you do have one, we will pay for you to maintain it. Employee discounts. Flexible work schedule.

If interested, we must receive a resume and our application must be completed. Contact us through our "Contact Us" page on our website or stop by for an application.