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## OFFICE ASSISTANT

### Job Description

(Position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found within this classification.)

- Responsible for maintaining office filing and recordkeeping systems; enters, edits, and retrieves data; processes forms such as alarm monitoring payments from customers, employee time sheets, deposit forms, courier distribution logs; maintains databases, records, confidential files and other related information for department needs.
- Produces letters, memos, spreadsheets, and agendas from straight copy, rough draft, or oral instructions; completes forms, requisitions and other documents; submits print requests; prepares pamphlets, flyers, manuals, and handbooks; proofreads assignments for accuracy and completeness.
- Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
- Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund
- Maintains technicians schedule by scheduling work orders on the technicians' calendars.
- Serves customers by; answering questions; forwarding messages; confirming customer appointments; keeping customers informed of appointment/technicians' status.

### Office Assistant Skills and Qualifications:

Office Experience - General, Scheduling, Telephone Skills, Typing, Documentation Skills, Meeting Planning, Verbal Communication, Written Communication, Dependability, Attention to Detail, Administrative Writing Skills.

### Knowledge of:

English grammar, punctuation, and spelling; basic mathematics; standard types of office filing systems, proper telephone etiquette and techniques; standard office software applications (Ex: Excel, Word, Power Point, Microsoft Outlook); standard office equipment (Ex: Fax, Multi-Line Phone system, Copy Machine).

### Skill and Ability to:

Accurately type and learn to efficiently use various software applications; communicate effectively in oral and written form; follow instructions; organize and prioritize work; perform basic research and report results; read and apply rules, regulations, and procedures; proofread material and make necessary corrections; learn and follow standard office procedures; learn appropriate filing and recordkeeping systems; select appropriate business formats; work cooperatively and effectively with customers, clients, technicians, sales reps, administrators, staff, and the general public.

To apply, please visit our website and click on the career opportunities tab at the bottom of the home page.

[www.alarmcraftinc.com](http://www.alarmcraftinc.com)

OR

Stop by our office and meet our friendly staff to apply!