

JOB DESCRIPTION

JOB TITLE: Part-time Administrative Assistant

SALARY RANGE: DOE

TYPICAL DUTIES: First on radio calls, first on phone calls. Under direction of the Office Supervisor perform customer service duties including but not limited to answering phones, helping customers at front counter, pick up and distribute mail, receive customer payments, prepare bank deposits, post payments, create and track work orders. Interact with field operations, filing and other duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Word, Excel, ten-key calculator.

Ability to:

- Good communication skills, speak, write and understand English, prepare grammatically correct correspondence, interpret data in office computer programs, perform repetitive tasks.
- Prioritize workload, multi-task, handle multiple phone lines and meet deadlines.
- Type 40 words per minute

TRAINING AND EXPERIENCE: A combination of education and experience in customer service. Typical experience will be acquired by employment working in the office.

GENERAL REQUIREMENTS: Serve customers professionally and with empathy while following policy. Work harmoniously vendors and coworkers. High School diploma required.

Pre-employment drug screening and background check required.

Revised: 2/19/2019

Rob Carruth, GM