

Administrative Assistant

We are seeking an exceptional individual for front office reception and administrative support work. Our ideal candidate will be energetic, computer literate, and have good telephone and customer service skills.

You will need to have a positive attitude and enjoy working with people in a fast-paced environment. Multi-tasking is important to us, as well as the ability to meet deadlines while maintaining accuracy.

As an Administrative Assistant, your duties will include:

- **Answering multi-line phone system**
- **Greeting visitors**
- **Typing lease documents**
- **Assisting with order processing**
- **Helping maintain spreadsheets & sales database**

If you are friendly, well organized, enjoy helping others and seeing projects successfully completed, we want to talk with you. This position offers potential for growth and expanding career opportunities.

This position offers a full benefit package that includes matched 401k, full health/dental/vision insurance, FSA programs and more.