

Office Assistant

Green Mountain Monogram, 15 Mill Street, Wells River, VT 05081

Job Details

Salary

\$16 - \$20 an hour

Job Type

Full-Time

Location

15 Mill Street, Wells River, VT 05081

Full Job Description

Job Description

- Greeting Customers; assessing what the customer needs and where to send them too next
- Answer and direct phone calls or messages professionally and efficiently
- Write and distribute memos, letters, faxes and forms.
- Electronic filing and record keeping
- Filling and shipping wholesale orders
- Scheduling pickups of local orders
- Data Entry: Updating databases, reports and lists as necessary
- Working closely with the Sales Department (experience not required)
- Assist all managers, sales, shop and office personnel
- Perform all other office tasks as may be assigned
- Maintaining a clean, welcoming office and common area
- No supervisory responsibility

Qualifications

- High school diploma or GED required
- Office Assistant experience preferred
- Basic knowledge of Microsoft Office Word and Excel programs and filing systems with the ability to learn new programs quickly and troubleshoot common issues
- Reliable with strong work ethic
- Self-motivated, proactive

- Excellent organizational skills with ability to multi-task
- Excellent written and verbal communication skills
- Ability to clean and maintain a clean office environment

Benefits:

- Health Insurance
- Dental Insurance
- Retirement Plan
- Some Holiday Pay
- Earned Time Off

Schedule:

- Monday to Friday
- 8AM to 5PM
- 8-hour shift, with 1 hour lunch
- Day Shift
- No nights, weekends, overtime