



Administrative Assistant/Dispatch

Answer telephones, input data on computer and perform filing duties. Maintain accurate and on-time reports and records relative to the financial functions of the business. Sell the company parts, labor and whole goods service at all times. Assist project managers with quotes and maintenance manuals. The person must be detail oriented with strong customer service skills.

ESSENTIAL FUNCTIONS:

- Answer telephones quickly in a friendly and personable manner.
- Purchase office and janitorial supplies.
- Call on past due accounts.
- Perform counter sales.
- Print, collate and mail monthly statements.
- Approve and open new customer accounts and assign account numbers.
- Collect and open mail daily and disburse to appropriate personnel.
- Process all filing and out-going mail.
- Type quotes and assist project managers with paperwork.
- Gather and file COI's, W9's, ect...
- Purchase Orders for Commercial Division
- Create operation and maintenance manuals for project completions.
- Assist Service and Residential with job paperwork and filing

This is an hourly position, wages ranging between \$14-\$18 an hour. 30-40 hours per week.

To apply, please email resume to: aci@acifabricators.com