

Role Description

This is a part-time on-site role for a Front Office Assistant at TRAILERMASTER M.R.S. INC. located in Pomona, CA. The Front Office Assistant will be responsible for various day-to-day tasks including but not limited to:

- Manage the front desk and serve as the first point of contact for visitors and clients
- Perform clerical tasks such as filing, data entry, and document preparation
- Coordinate and assist with event planning and logistics
- Communicate effectively with team members
- Manage office supplies, inventory, and vendor relationships
- Provide administrative support to executives and staff members
- Ensure the office operates smoothly by implementing and maintaining organizational systems
- Maintain confidentiality of sensitive information
- Uphold phone etiquette standards when handling calls

Qualifications

- Interpersonal skills and phone etiquette
- Appointment scheduling and administrative assistance
- Clerical skills
- Highly organized and detail-oriented
- Excellent communication skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite and QuickBooks a plus
- Experience in customer service is a plus

Job Type: Part-time

Expected hours: 20 – 40 per week

Schedule:

- Monday to Friday
- 7:00am-1:00pm