

Auto/Marine Administrative Assistant Opening @ B's Kustom Kreations



Locally owned and operated business since 2010, specializing in auto and marine upholstery to include but not limited to; auto interiors, convertible tops, landau tops, headliners, boat interiors, boat covers, motorcycle seats, canopies, awnings and a variety of miscellaneous projects that our clients bring in.

Position Description:

Primary duties will include schedule management, ordering, estimates, client support, processing payments, answering phones, managing correspondence, filing, marketing, processing shipments, re-stocking, cleaning, straightening and additional duties as assigned. Candidate will be expected to be able to run the office with little direct supervision.

General Qualifications:

- Valid driver's license and reliable transportation
- Pass a drug test
- Pass a background check
- High School Diploma/GED
- Able to work overtime, on occasion, when necessary
- Professional demeanor, vocabulary and appearance to work with clients face to face and over the phone
- Basic cleaning skills
- Must be able to handle a very busy office and be diligent with time management, prioritizing and decision-making skills
- Must have extreme attention to detail
- Must be able to speak/read/write English fluently and effectively
- Must be able to stand/sit for long periods of time, bending, twisting, stooping and lifting at least 50lbs

Skillset Qualifications:

- Two or more years of Microsoft Office Suite experience (Word, Outlook, Excel, Publisher)
- Two or more years of recent experience in an office environment
- Five or more years of recent experience on a Windows computer
- Five or more years of client support/customer service skills
- Experience or knowledge working in the upholstery industry a plus

Compensation and Info:

- Compensation will be based on experience. (Minimum hourly wage guaranteed)
- Hours are Monday through Friday 8a-430p; no nights or weekends unless project warrants (rare)

How to apply:

Send a resume to BKK@BKKLLC.com with "AM Administrative Assistant" in the subject line.

Resumes will be accepted until the position is filled.