

Office Assistant

We seek an organized and motivated Office Assistant to provide administrative support and ensure the smooth operation of our office. The ideal candidate will be reliable, detail-oriented, and have excellent communication and organizational skills. The Office Assistant will perform various tasks, including but not limited to answering phones, managing calendars, order entry, handling office correspondence, company progress reporting, maintaining office/marketing supplies, and sales agent phone support.

About Us:

True Light Services is a leader in bringing cutting edge technology services to the doors of both consumers and businesses. We are part of a booming industry, are experiencing nationwide growth, and are in need of the right individual to fill a key support role.

www.truelightservices.com

Key Responsibilities:

- Answering and directing phone calls in a professional and timely manner
- Managing office supplies and ensuring that agents have the materials needed in the field
- Organizing and maintaining files and records, both physical and electronic
- Managing records related to office activities, business transactions, and other matters
- Preparing and sending office correspondence, including emails and letters
- Assisting with scheduling and organizing meetings and appointments
- Coordinating and scheduling travel arrangements and accommodations
- Assisting with bookkeeping tasks, such as monitoring and processing ACH payments, data entry, and invoicing
- Administrate sales agent point system portal
- Performing general clerical duties, such as photocopying, scanning, and faxing

General Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in an administrative or clerical role
- Ability to multitask and manage multiple competing demands
- Excellent communication and interpersonal skills
- Strong organizational and time-management skills
- Proficient in Microsoft Office, with emphasis on Excel, and other relevant software
- Ability to work independently and prioritize tasks
- Attention to detail and accuracy
- Professional demeanor
- A dedicated home office space with phone, reasonable computer system to meet the demands of the job, and high-speed internet connection.

Desired Qualifications:

- Intermediate or advanced Excel skills a plus including the use of formulas, pivot tables, V lookups, sum & sum if, if statements
- Bilingual in English and Spanish helpful but not required

This is a full-time, fully remote position open to candidates located within the continental US, and the Office Assistant will report directly to the ownership team. We offer a competitive salary, future opportunities with a rapidly expanding organization, and a positive and supportive work environment.

If you meet the requirements and are interested in this opportunity, please submit your resume and cover letter to jobs@truelightservices.com for consideration. When applying, add the words “I’m the world’s best Office Assistant” in the first paragraph of your cover letter to be considered for the position.

Compensation & Benefits

Salary: \$36,000 – 42,000 annually, DOE

Benefits: PTO