

Career Crisis Plan - Job advertisement keywords example

Keywords highlighted which will be used in the resume example document

Experienced Office Manager

ABC Solar Installations

About the business and the role

We're expanding like no other business in this sector, growing from 6 to 80 staff in 4 years. As a result, we have a need for a full-time career-oriented **Office Manager**.

We are passionate about solutions and helping **customers** achieve lower electricity bills, we do this by installing **solar panels** with great **customer service** and workmanship. If you're excited by the sound of a busy **manager** role then be sure to apply immediately.

These are a few of the benefits:

- Career development with on-going training
- Flexible working hours
- Being part of an organization with aggressive and sustainable growth plans
- Be part of a team that cares for the people in it, we promote a friendly and **collaborative culture**.

Our requirements:

- Previous **administration** experience with a minimum of 3 years
- Strong written **business communication** with a clear, articulate telephone manner
- Active in a **customer care** role
- 'Can do, will do' attitude, **problem solver** with high levels of motivation
- **Team player** with experience in **workplace training**
- A strong desire to learn and build a career in the **solar industry**
- A degree in **business** will be viewed favorably
- A good understanding of how to use **accounting** apps

We're hiring now, so put that coffee down and make the most of on this great career opportunity with ABC Solar.