



Sani Enterprise is looking for an outgoing individual with exceptional customer service skills who takes initiative, creates solutions and makes decisions when necessary. The main focus of this role is to schedule and coordinator daily projects within our team while responding to all forms of communication within our company efficiently in a fast paced environment. The right person has a knack for organization and attention to detail.

Job Type: Monday-Friday

Hours: 8:00am-5:00pm

Pay Scale: \$13.00-17.00/hour

Pay Frequency: Weekly

Education/Experience:

- Minimum of high school diploma, GED, equivalent experience
- 2-3 years experience preferred in an office assistant, administrator or similar role
- MS Office software proficient – required, QuickBooks experience a plus

Essential Skills:

- Strong communication skills: Must have the ability to listen and speak plainly and communicate effectively
- Problem solving skills: Must be able to prioritize situations, evaluate and resolve issues in an efficient matter
- Able to multitask and perform a variety of tasks effectively and independently
- Knowledge of industry is recommended but not required

Primary Job Responsibilities:

- Create, send, and update the daily schedule to make sure it is accurate and all changes are up to date and information has been sent out and communicated properly
- Answer all forms of communication in a timely manner and professionally via email, phone, text, and walk-ins
- Oversee and respond to all emails within 24 hours
- Communicate changes/updates of work orders, messages, and information with field staff, customers, owners, and/or supervising personnel in order to address questions, problems, and requests for service(s)
- Execute solutions and resolve them in a timely manner
- Assist inspector to ensure field staff have appropriate information for quality assurance
- Ensure the office is clean and maintain daily or as needed
- Order and pick-up office supplies
- Assist owners with scheduling travel accommodations for employees
- Assist owners and support staff with processing and follow-ups of invoices and/or payroll sheets as needed
- Must follow Company's safety rules, policies, and guidelines

Sani Enterprise provides services for new construction, multi-living facilities, property management companies, and home owner associations throughout Iowa and the Midwest. Our mission is to provide quality residential and commercial services at fair and competitive prices. We are committed to honesty, customer satisfaction, and long lasting relationships with our employees and customers. To find out more about Sani Enterprise visit our website: www.sanienterpriseia.com. Please send resume to: sanienterprise14@gmail or call 515-729-4381 with questions.