



**Office Assistant Job Responsibilities:**

The Office Assistant will support all operations of the office, especially in the Administrative/ Logistics department, as well as our Sales Team. Looking for a self-starter that works well with little to no supervision.

**Office Assistant Job Duties:**

Assist with completing customer orders by placing orders to our warehouse and invoicing, as needed.

Assist with answering phones and serving customers, as needed.

Assist with monitoring incoming emails and answer or forward as required.

Assist with day to day accounting.

Prepare outgoing mail including pulling samples, packing them, and mailing them out.

Other responsibilities will be determined by skill set of the individual selected

Office Assistant Skills and Qualifications:

**Office Experience a plus**

Telephone Skills

Internet Skills including use of e-mails, group messaging, and data collection.

Verbal & Written Communication

Attention to detail

Dependability

Honesty & Integrity

Efficiency

Flexibility

MS Office, especially Excel

French or Spanish a plus

Experience in Manufacturing a plus.

**Contact:**

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