

## Office Assistant

### Job Description:

We are looking for a highly motivated individual with exceptional customer service skills to help with the organization and running of the daily administrative operations of the company. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

This is a full-time position, Monday thru Friday with benefits. Pay: \$13.00 - \$14.00 per hour.

### Requirements:

- The successful applicant will need to have 2 years of office experience or equivalent.
- High School Diploma/GED
- Be at least 18 years of age
- Must be able to use Word, Excel, and Outlook
- Multi-task and be detailed oriented
- Must be a self-starter
- Excellent written and verbal communication skills
- Valid Driver's license with an insurable driving record

### Job Duties:

- Data entry
- Provide excellent customer service on the phone and in-person
- Back up dispatcher on prioritizing and scheduling customers by phone and in-person
- Complete invoicing for orders
- process records and maintains forms and files
- Use the company car to run errands as needed
- Cross-train in other office duties as needed

### Preference:

\* Dispatch or scheduling-related experience.

### Employer Note:

The employer will conduct a Drug Screen, Background, and DMV checks.

Benefits: Medical, Dental and Vision insurance, SEP retirement plan, 6 paid holidays, paid vacation, paid sick time, employee tool purchase account, company vehicle, continuing education, tuition reimbursement, and a spiff incentive program

We are an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation, or protected veteran status.

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