Office Personal Assistant

Company name: Smolen Engineering

Company address: 1876 OH-46, Jefferson, OH 44047, United States

Company website: www.smolen1.com

Company Email: (BenjaminScott@engineer.com)

Telephone: +1 440-576-0503

Job Description:

We are seeking a dynamic Office/Personal Assistant for part-time work, up to 20 hours per week/$400 weekly

Duties & responsibilities include, but aren’t limited to:

Handling Accounts Payable/Receivables, Purchasing products, Coordinating product, shipping and Answering phones, Receiving mail, Ordering office supplies, Having an understanding of QuickBooks Pro is a plus, but is not necessary. Running errands is necessary within this role - including picking up samples, making small deliveries/returns.

You will be working pretty independently most days, so it is super important to be Task-Oriented, with the ability to initiate the follow-through for task completion. Highly Organized and Detail Oriented - The ability to organize your workflow and prioritize accordingly

Interested applicant should reply with resume to (BenjaminScott@engineer.com) You will be working pretty independently most days, so this is a super important quality to have Task-Oriented, with the ability to initiate the follow-through for task completion Highly Organized and Detail Oriented - The ability to organize your workflow and prioritize accordingly