



Office Assistant Position 5-4-22

Mist Works is a casual, but sometimes fast paced company, who manufacture, sell, rent, service, and install outdoor mist cooling products. Looking for a long-term team member to grow with the Company, as an Office Assistant now, later office Manager.

We need someone who is friendly and can communicate in a professional, yet personal, manner.

Requirements:

- Experience in fast paced office environment
- Ability to work with minimal supervision
- Be a team player but be able to work autonomously
- Quickbooks (prefer Premier version)
- Ability to prioritize and multitask
- Proficient in Word, Excel and office programs
- Excellent verbal and written communication skills
- Must be a fast learner

Workload will vary daily, but main functions include, but are not limited to:

- Record keeping / Data entry
- Scheduling with Outlook calendar (daily)
- Shipping / processing orders
- Answering phones, emails and texts
- Information gathering and follow up
- Inputting service requests
- Estimating, Invoicing and A/R
- A/P entry
- Marketing and market research desired
- Social media postings
- General office functions as needed

Health Insurance | Paid Time off | Paid Holidays

We are dog friendly here and have our dogs here most days.

Job Type: Full-time Pay: DOE

COVID-19 considerations: We have disposable gloves, disinfectant spray, and masks available throughout our facility