

Office Assistant - P/T

We are looking for an office assistant that not only wants to have a job but to have a long term career. Pay is \$12 to \$16 per hour depending on experience. This position is responsible for bookkeeping, social media, and a variety of secretarial tasks. Successful candidates will have demonstrated reliability, integrity, and an excellent work ethic.

Key Responsibilities:

- Must have a positive can-do attitude daily.
- Demonstrate the Virtue Fence Company Core Values daily.
- Basic bookkeeping through QuickBooks.
- Must have a pleasant demeanor over the phone.
- Know and implement SEO on the company website to increase google rankings.
- Generating leads via other forms of online marketing.
- Acquiring permits for clients.
- Calling dig safe to have them mark out lines on upcoming jobs.
- Collecting money owed to the company.
- Paying bills on time.
- Update the company social media platforms with content and pictures.
- Keep the website updated.
- Answer the phones and set appointments for estimates. Insert the appointment into the calendar.
- Follow up with customer surveys prior to the work.
- Follow up on unsold clients.
- Collect necessary forms, order supplies, speak with vendors and other employees.
- Is responsible for arriving to work on time, prepared to start immediately.

Culture

- We are dedicated to doing the right thing through higher standards and integrity.
- High Ambition — we focus on setting our goals high, bring out the best in our people and celebrate success.
- Fast Paced — we work hard and enjoy pushing ourselves.
- Excellence — our goal is excellence in all things from using a shovel to communicating with a nearby neighbor who may be interested in a free estimate.
- Detail — our attention to detail is the difference between an A- job and an A+ job. Our attention to details separates us.

Knowledge, Skills, Abilities:

- Must be technologically savvy.
- Must be detail oriented.
- Must follow instruction.

- Have good communication skills.
- Be self motivated.
- A positive can-do attitude.
- Must be well balanced in terms of perfectionism and efficiency.

Requirements:

- Every applicant must undergo pre-employment background check and drug screen. If hired, Updates are required annually.
- Maintain a valid driver's license and motor vehicle record.
- One year in a construction-based business. Preferably fence.

Job Location:

- Work from home or Hamburg, NJ.

Job Type:

- Part-Time - approximately 25hrs per week.