

## ADMINISTRATIVE ASSISTANT FOR HIGH POINT OFFICE

### Responsibilities:

- Answer phones in a timely and courteous manner
- Take messages and set appointments over the phone
- Assists with the maintenance of all databases needed for upkeep of customer files and appointment scheduling
- Maintain business office in a neat and orderly manner at all times
- Keep necessary forms copied and updated
- Assists with material orders
- Assists with relaying information to customers, installers and distributors

### Requirements:

- Professional demeanor paired with a positive attitude, good work ethic, and strong team-player mentality
- Excellent written and verbal communication skills
- Ability to prioritize projects
- Strong problem solving skills
- Must possess good computer skills and be able to work with Microsoft office
- Experience with multi-line telephone

\*Construction background preferred\*

\*Education background encouraged to apply\*

\*Military background encouraged to apply\*

AFTER HOURS INTERVIEWS AVAILABLE!