

Quick Employment

Office Assistant Cleveland, OH 44115 Full-time (40 hours) Monday - Friday, 8:30 am – 4:30 pm.
Pay rate: \$16.00 - \$17.00/ hr. This is a great company to work for with excellent benefits and opportunities for growth.

Job Purpose: Responsible for keeping the day-to-day operations of the office organized.

Job Duties:

- Serve as the contact person for the warehouse
- Answer a three-line phone system and transfer calls
- Maintain alphabetical and numerical files
- Manage and maintain office supplies
- Welcome visitors to office
- Data entry

Qualifications:

- Experience using Microsoft Office Suite Word, Excel, or Microsoft 365
- Type 40-50 WPM
- Experience answering an multi telephone line
- One (1) year of office experience
- Excellent organization skills
- Strong verbal and written communication skills
- Must maintain a high level of confidentiality
- Must be able to work as a team member as well as an individual
- Must be flexible
- Three (3) years of experience as an office assistant or administrative assistant or a combination of both

Minimum Qualifications:

- High school diploma or GED equivalent required.
- Ability to pass a drug test
- Ability to pass a background screening
- Must practice CDC guidelines including COVID-19