

Quick Employment

Office Assistant: Cleveland's southeast area (44105). Full - time \$17.00/hr. Monday - Friday 7:00 am – 3:30 pm. There may be overtime during peak season. If you are hired permanently the pay may increase. Our client is an excellent company to work for with excellent benefits and opportunity for growth. Quick Employment is a great company to work with. We have placed thousands of employees with reputable employers in Northeast Ohio since 2001.

Job Purpose: Enter data using Microsoft Excel and Word software. Assign work orders (WO) for grass that needs to be cut on vacant lots, vacant properties and vacant structures. Maintaining an accurate data base.

Qualifications:

- Experience using Microsoft Office Suite or Microsoft 365
- Type a minimum of 35 WPM
- Experience working in an office setting
- Good organization skills
- Good 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
- Ability to research and collect data

Job Duties:

- Enter data from several sources
- Input data accurately and complete
- Assign grass cutting work orders
- Review completed return work orders for accuracy. Return incomplete and incorrect work orders to the correct department
- Reconcile completed work orders for accuracy with invoices before submitting the invoice for payment
- Respond to contractors and managers questions by phone and email
- Other office duties may be assigned as needed

Minimum Qualifications:

- Must strive for good attendance
- Must pass a drug test
- A high school diploma or its equivalent is a plus