

Part-time Administrative Assistant

Business Connections



Days/Hours: Monday-Friday, 20 hours per week

**Flexible hours!*

Wage: \$12.50 per hour, DOE

Job Duties:

- Answering phones, transferring calls, and or take messages
- Scheduling installations, and repairs
- Process orders & other paperwork
- Take payments
- Will be responsible for daily bank deposits
- Light recordkeeping

Position Requires:

- Working knowledge of MS Excel, Word, and Outlook
- Excellent Customer Service Skills
- Ability to professionally handle difficult customers
- Must have High School Diploma
- Must be Bilingual in English and Spanish
- Must have strong clear and effective communication skills (written and oral)
- Ability to work in a fast paced environment

To Apply: Email your resume and completed standard application to: business@bcconnects.com or submit in person to business locations at: 332 Pine Street