

Duramax Construction & Roofing
2819 Argonne Ct #1620, Salina, KS 67401
NathanGregory@contractor.net
<http://duramaxconstructionandroofing.net>

Job Title: Office Assistant

Telephone: (470) 319-3994

Job Description.

We are seeking a dynamic Office/Personal Assistant for part-time work, up to 20 hours per week/\$400.

Duties include, but aren't limited to:

- Handling Accounts Payable/Receivables
- Purchasing products
- Coordinating product shipping and receiving
- Answering phones
- Receiving mail
- Ordering office supplies Having an understanding of QuickBooks Pro is a plus, but is not necessary Running errands is necessary within this role
- including picking up samples, making small deliveries/returns.

Interested applicant should reply with resume to (NathanGregory@contractor.net)

You will be working pretty independently most days, so this is a super important quality to have Task-Oriented, with the ability to initiate the follow-through for task completion Highly Organized and Detail Oriented - The ability to organize your workflow and prioritize accordingly.