



Office Assistant: \$12.15-\$18 (Depending on experience)

Requirements:

- Reliable and regular attendance is expected
- Strong communication skills
- Strong time management skills
- Attention to detail
- Valid Driver's License
- Reliable transportation
- Must speak English
- High school diploma or equivalent

Responsibilities:

- Prepare and maintain invoices/estimates, including following up
- Assist customers with billing inquiries
- Manage scheduling and appointments
- Answer telephones, direct calls and take messages
- Maintain and update filing, inventory and database systems
- Maintain inventory such as materials and supplies
- Work hand in hand with team
- Run errands and make deliveries
- Assists with other clerical receptionist duties such as electronically file, scan, collating, etc.
- Perform other duties as assigned

Benefits:

- Employee Health benefits (*Includes MAYO Clinic option!*) Available after 90days of employment Covered 100% for Employee – option to add family coverage at the cost of the employee
- Life Insurance
- Paid Sick time
- Paid Vacation time
- Paid Holidays off
- Regular Monday through Friday Full-Time schedule 8AM-5PM

If you meet requirements and can meet the responsibilities, please contact Office at Alexis@LiggettElectrical.com.