



OFFICE ASSISTANT JOB DESCRIPTION

COMPANY SUMMARY

American Dry Stripping & Powder Coating (ADS) is a surface preparation and surface finishing company located in Milford, CT. In business over 35 years with a solid growth history, ADS is a third-party, outsourced abrasive blasting (sandblasting), powder coating, and ceramic coating services provider to manufacturing, construction, fabrication, automotive, and other trade industries, including a business-to-consumer market segment component.

HIRING OBJECTIVE

ADS is looking for a responsible, dedicated full-time Receptionist / Office Assistant with skills to perform a variety of front office administrative and clerical functions. This position serves as the first point of contact for customers and vendors. The selected candidate is a solutions-oriented multitasker, capable of working in a fast-paced environment, commanding a pleasing personality, positive customer service attitude and enjoys interacting with people.

If this sounds like you then we would love to hear from you.

RESPONSIBILITIES AND DUTIES:

- First point of contact for customers and vendors
- Cheerfully welcomes customers and coordinates front-desk activities
- Fill out and complete customer service tickets
- Collect payments
- Answer, screen, and forward incoming calls
- Maintain office inventory, ordering for office and shop
- Update calendars in Outlook and schedule appointments / meetings
- Clerical duties, such as light filing, photocopying, emailing, and faxing



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SKILLS AND QUALIFICATIONS:

Responsible, dependable, dedicated

- High school diploma or GED equivalent
- Understand how to file documents alphabetically a must
- Previous experience as a Receptionist or administration assistant preferred
- Fast learner
- Professional attitude
- Excellent customer service attitude
- Strong written and verbal communications skills
- Organized and diligent
- Excellent time-management skills
- Proficient computer skills
- Outlook and Excel a must.
- Some experience with QuickBooks a plus

OTHER SKILLS/ABILITIES/REQUIREMENTS

Minimum education is high school diploma or GED equivalent

All qualified applicants must be able to:

- Pass a criminal background check
- Pass a drug test
- Have own dependable transportation

Be Sure To Include A Work History And References With Your Response.

Submit Work History and References to: admin@americandrystripping.com