



**Join our fast paced energetic team!**

## **Office Assistant Position Available**

### **Responsibilities**

- Answer multi-line phone system
- Schedule appointments for multiple team members
- Office organization
- Receive merchandise
- Provide additional support to office manager
- Misc clerical tasks

### **Qualifications**

- Strong phone skills
- Excellent customer service
- Proficient in current office technology
- Ability to prioritize tasks in fast paced work environment
- Willingness and ability to learn new skills
- Experience with Quickbooks or bookkeeping a plus but not required
- Position is part time however full time options may be available

Only professional organized applicants need apply.

Call Rick at 406.250.7267 for more information