

Office Assistant

Pavement Specialties of Idaho, Inc is looking to hire an Office Assistant to assist our team with its office duties. We are an organization striving to develop and assemble key employees that make a positive impact on their immediate team, our organization, and products that provide a quality experience for our customers at every level.

Office Assistant Job Responsibilities:

- Receives and distributes communications; collects and mails correspondence
- Handles incoming calls and other communications.
- Maintains inventory of office supplies.
- Maintains office equipment by completing preventive maintenance, troubleshooting failures, calling for repairs, monitoring equipment operation and purchasing meter funds.
- Performing general office clerk duties and errands
- Updates job knowledge by participating in educational opportunities.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; and exploring opportunities to add value to job accomplishments.
- Ensures integrity of enterprise system by producing project work orders, assigning to proper managers for production and imputing project completion.
- Updating paperwork, maintaining documents, and word processing.
- Performs bookkeeping tasks such as invoicing, monitoring accounts receivable, following lien rights time restraints, gathering, and maintaining proper documentation needed for filing necessary liens.
- Maintaining general office files, including job files, vendor files and other files related to the company's operations and accounts receivables.
- Assist in maintaining safety protocol, such as, toolbox handouts, filing toolbox documentation, pre-hire education and other required safety documentation.

Work hours are 8:00am to 5:00pm Monday thru Friday. Benefits include paid vacation, matching 401k, health, vision, and dental insurance. The salary range for this position is dependent upon education and/or experience. The starting wage for this position is \$17.00 - \$19.00 per hour.

Office Assistant Qualifications / Skills:

- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Data Entry Skills
- Attention to Detail & Thoroughness.
- Comfortable handling Confidential information.
- Written and verbal communication skills???
- Proficient in a variety of software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access), and telephone systems.
- Dependability and professionalism

- Attention to detail

Education and Experience Requirements:

- High school diploma or associate degree.
- Driver's license
- Warm personality with strong communication skills.
- Two to five years' experience as an office assistant, bookkeeping assistant, or other related field.

If you see yourself as someone that would like to be a part of our team and want to assist in providing a quality service to our community, upload your resume or email it to career@psiboise.com. We are a drug free workplace. Pre-employment drug testing is mandatory. We greatly appreciate your interest in our organization and look forward to speaking with you soon!