

Company name: Apex Engineering Services Inc
Company address: 1201 S 6th St W STE 102, Missoula, MT 59801
Company website: <http://apexengs.com/>

Company Email: (Edwardmccarty@engineer.com)
Telephone : 423-352-7844
Job title: office assistant

Job Description

Our company is looking for an office/personal assistant up to 15 or 20 hours per week and the pay is \$400 weekly.

Duties and responsible for handling clerical tasks in our office include,

*Handling incoming phone calls and other communications

*Managing files

*Updating paperwork and other documents.

*Creating, maintaining, and entering information into databases.

*Maintaining office equipment as need.

*performing other general office clerk duties and errands.

Having an understanding of QuickBooks Pro is a plus, but is not necessary.

A pleasing personality with strong communication skills is also highly valued.

Interested applicant should reply with resume to (Edwardmccarty@engineer.com)

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.