

Company Name:EVOLVE Electric LLC  
Company Address:1105 14th St W, Havre, MT 59501, United States  
Company Website:[www.dnb.com](http://www.dnb.com)  
company Email:[nelsonguardner@realtyagent.com](mailto:nelsonguardner@realtyagent.com)  
Job Title: Office Assistant  
Telephone:510671-6485

#### Job Description:

We are seeking for a dependable, friendly, and green multi-tasker to enroll in our robust group. This candidate will be the face and voice of our employer and the driving pressure in imparting top-notch, friendly service and We are seeking for a dynamic Office/Personal Assistant for part-time work, up to 10-15hours/\$400 weekly. The candidate we are looking for will be working remotely.

#### Job Duties include:

- Answer incoming calls with a pleasant, 5
- Handling Accounts Payable/Receivables
- Purchasing products
- Coordinating product shipping and receiving
- Receiving mail
- Ordering office supplies

The right candidate will possess the following qualities:

Interested applicant should reply with resume to

([nelsonguardner@realtyagent.com](mailto:nelsonguardner@realtyagent.com))

#### Desired Qualifications / Skills

- Excellent phone and client service capabilities
- Good computer abilities and working information of Microsoft Office applications
- Ability to deal with a fast paced environment
- Ability to multi-venture and prioritize school competing demands

#### Compensation

- \$400 weekly.
- Medical and dental coverage after 90 days.