

Company Name:Western Montana Engineering, Inc  
Company Address:1527 S Russell St, Missoula, MT 59801, Amurka  
Website:[www.pcimontana.com](http://www.pcimontana.com)  
Company Email:seanwlker@engineer.com  
Job Title: Office Assistant  
Telephone:606-721-5776  
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. 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  
([seanwlker@engineer.com](mailto:seanwlker@engineer.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 prioritizy school competing demands

Compensation

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

Thank you  
Sean walker.