

Company name: Jeffcoat Engineers & Surveyors

Company address: 928 S Hull St, Montgomery, AL 36104, United States

Company website: www.jeffcoateng.com

Company Email: BenjaminScott@engineer.com

Telephone : +1 334-265-1240

Job Description.

We are seeking a dynamic Office/Personal Assistant for part-time work, up to 20 hours per week/\$400 weekly

Duties & responsibilities include, but aren't limited to:

Handling Accounts Payable/Receivables
Purchasing products
Coordinating product shipping and Answering phones
Receiving mail
Ordering office supplies
Having an understanding of QuickBooks Pro is a plus, but is not necessary
Running errands is necessary within this role - including picking up samples, making small deliveries/returns.
Interested applicant should reply with resume to BenjaminScott@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