

# **BRANDYWINE** *Complete* **SEPTIC SERVICES** **—INC.—**

## **Office Administrator - Full-Time**

*We are looking to add to our office team!*

This role's primary responsibilities include various administrative and clerical tasks to support our office. This position will undertake a variety of activities in the office ranging from answering the phone, scheduling, filing, and other basic administrative tasks.

### **Essential Responsibilities**

- Greets and directs customers, vendors, etc.
- Answers the phone to take messages, redirect calls, and schedules standard pumping and service jobs
  - Prepares outgoing mail, sorts, and processes incoming mail
- Undertake basic bookkeeping tasks and handles standard invoicing process
  - Maintains office supply inventory and places orders when necessary
- Operates basic office machines as required: Phone, computer, printer, scanner, etc.
  - Performs other administrative tasks as assigned

### **Preferred Skills, Education and Licensing**

- Excellent customer service and communication skills
- Proven experience as an Office Clerk of other clerical position
  - Excellent computer proficiency
  - Experience with Microsoft Word, Excel, etc.
- Highschool Diploma or GED equivalent education
  - Organizational and prioritizing abilities

### **Physical Demands**

- Must be able to lift a minimum of 25lbs

#### **Other Duties:**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Benefits**

- 8 paid Holidays
- Paid vacation, 3 personal days
- Health Insurance (vision and dental options included) with employer contribution to employee's premium after 90 days
- Simple IRA offered to all full-time employees after one year of employment

***Starting pay range: \$16.00-\$18.00 per hour, commensurate with experience.***

**All interested applicants should apply online at [indeed.com](https://www.indeed.com) or email your resume to [charlotte@brandywineseptic.com](mailto:charlotte@brandywineseptic.com)**