

We offer a **Competitive Salary** along w/ **Company Paid Medical, Company Paid Dental**, a Generous Paid Time Off (PTO) program & paid Holidays, **401k w/ a Match**, **Company Paid Life Insurance**, Employee Stock Ownership Plan (ESOP), Annual Bonus Opportunity, Tuition Reimbursement Program, Short Term Disability, Long Term Disability, Vision & more.

Position Responsibilities

- Answer, screen and process all incoming calls and/or messages for managers and staff
- Greet customers and represent Ci in a positive manner
- Handle and process incoming and outgoing mail and packages. Overall responsibility for all preparation and processing and cost efficient use of FedEx, UPS etc.
- Schedule and organize meetings and conferences for managers
- Maintain equipment repair log
- Maintain inventory control of parts by daily allocation distributions from Service Plus
- Monitors distribution of customer equipment and parts
- Coding vendor invoices and packing lists
- Collection of work orders from technicians
- Review all work orders and provide pricing according to contracts and/or price agreements
- Assist in annual reconciliation and counting of inventory
- Assist and coordinate customer billing
- Reconciliation of petty cash monthly
- Monitor Technicians Time Entry Daily & Process Bi-Weekly
- Prepare complex data and summarize same through spreadsheets, graphs, reports and other documentation
- Miscellaneous typing, word processing, filing, order tracking for branch manager
- Other duties as assigned
- This role requires the ability to lift and carry packages on a regular basis that may weigh up to 30 lbs.
- This role also requires the ability to walk frequently during the day while carrying the packages to other locations in the office.

Qualifications

- This position requires the skills and knowledge normally obtained through the successful completion of a **high school degree**. Associates Degree, or some college/business courses strongly preferred.
- **Requires 4+ years minimum** related experience, preferably in an administrative capacity with progressive responsibility
- Must demonstrate strong interpersonal skills dealing with greeting customers in person and on the telephone. Must speak clearly and professionally
- Must type a minimum of 55 words per minute
- Requires advanced computer skills, including creation of various reports and complex spreadsheets. Must be proficient in Entire Microsoft Office Suite, with proficient **Excel Skills** & Word,
- Effective communicator, both written and oral.
- Capable of dealing with internal and external clients in a tactful and professional manner.
- Must be able to work under pressure and tight deadlines
- Ability to be self-motivating a necessity