



3/1/2017

Job Description: Job Share Assistant Office Manager

Essential Responsibilities:

- make and answer phone calls
- manage email
- write quotations
- take and process orders
- order and receive product
- help maintain office organization

Skills & Qualifications:

- MS Office suite proficiency
- affinity for technology
- customer service & basic sales skills
- reliable vehicle
- organized & efficient
- positive, adaptable, ready to learn

Position Overview:

Task Management—You must be self-motivated, organized, and efficient in order to complete all the tasks presented each day.

Teamwork—As a small business, everyone at Sunmark wears many hats. Your job duties will certainly reach beyond what is listed here, and your team will help you learn as you go.

Communication—You will need to communicate efficiently and effectively with supervisors, coworkers, customers, vendors. As the first contact for many of our customers, you will also need to learn the basics about our products and services so you can knowledgeably assist customers with sales questions. An interest in agriculture and environmental consciousness would serve you well.

Sales—You must be dedicated to learning about all our products and services so that you can effectively market them to existing and potential customers on the phone, via email, and in person.

Technology—We have a unique computer system which you will learn and use daily. You will also work closely with the Office suite, UPS Worldship, credit card terminal, and various online programs.

Administration—you will perform routine office tasks such as answering the phone, taking orders, filing, database management, and general organization.

Errands—You will perform various office errands around town such as retrieval of mail from the post office, supply purchases, product pickups, etc.

Hours – Are part time 8 to 4:30 Wednesday, Thursday & Friday but flexible when needed. Can or will most likely be full time from August through the end of October annually.