

Refreshment Services, Inc.
JOB DESCRIPTION

Job Title: OFFICE STAFF

Department: OFFICE

Reports to: OFFICE MANAGER

Exempt status: NON-EXEMPT

General purpose of the position: To work within the office department performing reception duties, accounts payable and other general office duties.

• ***DUTIES AND RESPONSIBILITIES:***

- Answer multiple phone lines and route calls to appropriate department.
- Greet walk-in traffic.
- Dispatch repair and & product requests
- Process invoices for product orders
- Distribute employment applications and review for accuracy upon accepting.
- Handle cash transactions.
- File accounts payable documents, DOT documents, faxing, photocopying etc.
- Process and finalize daily route work
- Schedule & process all special event trailer orders
- Order office supplies as needed.
- Process accounts payable & accounts receivable accurately and timely
- Performs miscellaneous job-related duties as assigned.

• ***EDUCATION AND EXPERIENCE:***

- High School Diploma or GED
- Must have 2 years previous office work experience; or the equivalent education; or a combination of both.

• ***SKILLS AND ABILITIES:***

- Strong organizing and coordinating skills.
- Ability to prioritize duties, attention to detail and accuracy.
- Thorough understanding of computers, knowledge of Microsoft Excel, Word.
- Ability to analyze and solve problems.
- Multiline phone skills
- Must be able to work as a team
- Must be able handle multiple tasks at once
- Must have good customer service skills, on the phone and in person.
- Must be able to follow written and oral instructions.
- Must have basic math skills

• ***PHYSICAL REQUIREMENTS:***

- Able to lift and carry storage boxes weighing up to 30 lbs
- Able to walk up and down stairs
- Bending and stooping
- Sitting for long periods