

General Office Help

Compensation: **starting at \$15/hr., with an increase after 45 days**

Employment type: **full-time**

The Closet Works Inc. has an exemplary reputation built on our record of providing excellent products, competitive pricing and outstanding customer service for over 30 years. We are looking for an individual who wants more than just a job, but rather a career, as a part of our closely-knit team.

We seek a professional, experienced adult, who can perform at a consistently high level with a minimum of supervision after training has been completed. This is a full-time position and normal business hours are Monday through Friday from 8:30 a.m. to 5 p.m.

A successful candidate will possess:

- Strong communication and listening skills
- Excellent organizational skills
- Meticulous attentiveness to detail
- Strong computer skills
- Experience with QuickBooks and MS Office preferable
- Good phone voice and a pleasant manner
- Dedication to providing exceptional customer service
- Work closely with many departments
- Ability to multi-task and prioritize
- Willingness to learn

We Offer the following to a suitable candidate:

- Competitive salary and benefits package
- Paid vacation, personal and sick days
- A pleasant, congenial and respectful work environment
- Ongoing training and skills development
- A reputable and stable company in business for 30+ years

Basic tasks include job file maintenance, data entry, word processing, creating and maintaining spreadsheets, filing, field incoming telephone calls and route appropriately. As you grow into the job, you will be cross trained with other employees, broadening your responsibilities and providing potential for advancement in the position.

To be considered, please email your resume with cover letter and salary requirements to jdavidson@gmail.com. Resumes without a salary history will not be considered.

Please note: This position presents an excellent opportunity for a serious candidate with a good work ethic and who is reliable, responsible and personable.