

Acme Pest Management, Inc.
Open Position – Jonesboro Location
Email Resume' to: resume@acmepestinc.com

Office Administrator

Benefits:

- Salary paid position
- Company Sponsored Healthcare Plan with employee co-pay
- Company IRA with company match
- Company provided Long-Term Disability Plan
- Vision, Dental, and Life Insurance Options Available
- Paid Vacation and Holidays
- Paid Sick / Personal Days

Qualifications and Experience Desired

- Office Administration Duties
- Computer skills in word, excel, email, internet
- Ability to learn new computer software
- Strong organizational skills
- Education – high school diploma or GED, Associates Degree or 2 years of Jr. College
- Good communication skills both verbal and written
- Ability to talk to unhappy customers in a professional manner
- Ability to read and interpret documents
- Ability to write or fill out reports and contracts
- Good math skills
- Physical ability to perform all daily required duties
- Ability to multi-task

Primary Duties and Responsibilities Include but not limited to:

- Answer phones, check voice mail, company email, fax
- Print monthly and daily work orders
- Post daily completed work orders
- Post customer payments
- Office Errands – Bank, Mail, etc.
- Customer communications:
 - o Phone and Email
 - o Set Appointments
 - o Office Mail
 - o Receive Credit Card Transactions and Post to Account
- Monthly Reports
- Payroll Time Sheet
- Manage Fleet Fuel Cards and Oil Change Receipts
- Submit Employee Time Off Requests to Home Office