



## **ADMINISTRATIVE PROFESSIONAL**

**Company:** Tower Water in Somerset, NJ. Our company provides Water Treatment Services to a large (and growing!) number of clients, based mostly in the New York City Metropolitan area. We are a small, friendly office where each person performs a variety of tasks.

**Position Description:** This position would be responsible for general administrative duties, including varied clerical tasks and special projects. As the support staff for the service and construction teams, as well as a point-of-contact for customers and clients, this position requires the ability to multitask and prioritize work. The ideal candidate must have excellent communication skills (both verbal and written). Potential for advancement.

### **Job Requirements:**

- 2+ years as an Administrative Professional.
- Proficient in MS Office 2010 or newer (preferably including Outlook and Access).
- Computer-savvy, with fast and accurate typing.
- Passionate, well-spoken and reliable.
- Organized and able to multitask; can successfully balance deadlines and projects at any given time.
- Efficient and productive with strong prioritization skills.
- Able to take direction *and* complete tasks independently.
- Work speed must be consistent with other personnel after 6-8 week training period.

**Education Preferred:** 2+ year degree preferred but not required.

### **Duties include but not limited to:**

- ✓ Answer phones, take messages, and transfer calls
- ✓ Create and e-mail quotes
- ✓ Type various reports provided by our teams
- ✓ Develop and send proposals and submittals
- ✓ Filing, faxing, mailing, etc.
- ✓ Update and maintain several MS Access databases
- ✓ Respond to insurance requests from clients
- ✓ Escort visitors, including utility-type personnel, through the premises
- ✓ Stock and clean break room, including cleaning out the refrigerator, every Friday

**Income Range and Formulated:** Starting at \$35,000.00 per year, depending on experience.

**Benefits Provided for Full-Time Employees:** Medical Benefit, Dental, 401k, life insurance options, 10 paid time off days/yr, 7 Paid Holidays. \*\*Benefits assume full-time status as well as meeting other requirements.

**How to submit resume:** In body of email, or as a MS Word or PDF attachment, to resumes@towerwater.com. Put "Administrative Professional" in the subject heading. No phone calls or faxes please.

**We will contact qualified applicants only:** by phone or email within two weeks of submission.

Please see our website for more information about the company: [www.towerwater.com](http://www.towerwater.com)