



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 sales 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 (Outlook is a must).
- 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.
- Excellent interpersonal skills and exemplifies the Tower Water values.

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 databases
- ✓ Respond to insurance requests from clients
- ✓ Escort visitors, including utility-type personnel, through the premises
- ✓ Willingness to pitch in where needed

Income Range and Formulated: Starting at \$17.50/hr and up, depending on experience.

Benefits Provided for Full-Time Employees: Medical Benefit, Dental, 401k, life insurance options, 10 paid time off days/year, 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