

## **Administrative Assistant:**

We are currently looking for a part time administrative assistant with potential for a full-time position at Eldredge & Bourne Moving & Storage. We are a moving and storage company based in Hyannis, and we service the Cape and Islands. We travel to and from Nantucket on a regular basis for local moves and for our designer business. Today we have over 50 designers for whom we receive inspect and store furnishings until we deliver and perform a full install. Our business has grown, and we need another team member to help with administrative duties. We are looking for a multi-tasker that has excellent communication skills with customers as well as with our staff. Candidates should be able to assist management by handling office tasks, providing polite and professional assistance to clients by phone, e-mail and in person. We are looking for someone with an upbeat personality and that exudes a positive attitude in the workplace. Person must be comfortable and proficient with typing, computer/ computer programs, and general office tasks. We are offering competitive pay, 401K, and health insurance for full time employees.

**Job duties at Eldredge & Bourne are but not limited to:**

**General understanding of our filing process, keeping things organized and up to date.**

**Typing bills of lading (willing to train when hired)**

**Contacting clients to confirm jobs**

**Familiar with Microsoft office suite, emphasis on Word and Excel**

**Maintain polite and professional communication with clients via phone and e-mails**

**Answering phones**

**Makings sales appointments for clients**

**Scanning documents**

**Send a resume to [lauren@eb1918.com](mailto:lauren@eb1918.com).**

**<http://www.eldredgebourne.com/>**