Administrative Assistant

Eldredge & Bourne Moving & Storage is a premier moving and storage company based in Hyannis, specializing in high-end relocation services across the Cape and Islands. In addition to residential moves, we offer a rapidly growing white-glove Interior Designer service. We partner with over 100 interior designers to receive, inspect, store, deliver, and fully install furnishings. Because our business is expanding, we are looking for a reliable, upbeat Administrative Assistant to join our close-knit office team.

We are seeking a positive, organized multi-tasker, As the primary point of contact for our office, you will support management, coordinate with our field staff, and provide professional assistance to our clients and designer partners via phone, email, and in person. This position is full-time, but flexible hours are an option as well if needed.

- **Client & Crew Communication:** Act as a helpful, welcoming liaison for customers, interior designers, and our moving crews.
- **Administrative Support:** Assist management with daily office operations, including scheduling, answering phones, and managing email correspondence.
- **Data Entry & Documentation:** Efficiently track incoming inventory, logistics paperwork, and client files using computer programs.
- **Office Maintenance:** Handle general office tasks such as filing, typing documents, and keeping the office organized.

- **Communication:** Exceptional verbal and written communication skills with a strong customer-service focus.
- **Technical Skills:** High proficiency with computers, data entry, typing, and standard office software (Word, Excel, Email).
- **Work Style:** A positive, energetic attitude with the ability to multi-task and problem-solve effectively.
- **Reliability:** Strong organizational skills, attention to detail, and a professional demeanor.

Benefits & Compensation

- **Competitive Pay**
- **401(k) Retirement Plan**
- **Health Insurance**
- **Full-Time Hours**
- **Vacation time**

Email your resume to Lauren Connolly lauren@eb1918.com.