

JOB OPPORTUNITY
for a
Administrative Assistant
(Part-time or Full-Time)

RESPONSIBILITIES:

- Greet clients, vendors, and visitors in person and on the phone.
- Respond to general phone and email inquiries in a professional and timely way.
- Manage email communication with clients to provide estimates, order confirmations, and proofs for approval.
- Maintain accurate and organized filing.
- Maintain accuracy of job specs and contact info in the company database.
- Process work orders and estimates in a timely manner.
- Proof work to help ensure accuracy.
- Coordinate with co-workers to help keep production on schedule.
- Overall, proactively build and maintain positive relationships with clients, help to provide top-quality products and services, and enhance processes and procedures for quality, efficiency, and effectiveness.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Excellent interpersonal, team-oriented, and customer service skills.
- Ability to multitask, prioritize, and meet deadlines.
- Exceptional attention to detail with a high level of accuracy.
- Outstanding communication skills.
- Strong computer skills, including word processing and data entry.
- A self-motivated individual with a strong work ethic and critical-thinking skills.
- A quick learner interested in professional development and training.
- High school diploma.

NOTES: Part-time —OR— full-time opportunity available. Competitive wage and benefits. Fast-paced, well-organized, team-oriented production environment. Professional development and training available depending on candidate's abilities, interests, and availability, and the growth of Howard Printing. Equal-opportunity employer.

TO APPLY: Please complete and submit Howard Printing's job application form, which can be found online at <https://www.howardprintinginc.com/about-us/careers/> or can be mailed upon request or picked up in person.