

# JOB ORDER FORM

## JOB SUMMARY

Job Title:	Administrative Assistant		
Date of Hire:	March 15, 2005	Closure Date:	February 25, 2005
How Many Openings:	1		

## COMPANY INFORMATION

Company/Employer:	ABC Company	Contact Person:	Joe Bob
Type of Business:	Medical insurance	Title:	Office Manager
Address:	1234 56th Street NE	Phone:	425-123-4567
		Fax:	425-891-2345
City:	Kirkland	E-mail:	joe.bob@123.com
State:	WA	Zip:	98000
		Web:	www.abc.com

## JOB DETAILS

**Provide a job description** that covers main duties, software requirements, and any special equipment requirements:

Duties include answering incoming calls, responding to customer requests, and greeting walk in customers. Responsible for ordering and maintaining office supplies, filing documents, updating website information, faxing, copying, handling incoming and outgoing mail, and managing postage and petty cash fund. Use MS Outlook, Word and Excel to manage email, create documents and maintain spreadsheets. Supports the office manager in daily operations.

### Qualifications required:

At least 2 years of general office or receptionist experience. Intermediate level knowledge of Microsoft Outlook, Word and Excel, with the ability to create documents and maintain existing spreadsheets. Highly organized with the ability to multi-task. Must be friendly and positive with a customer service focus and enjoy working within a team environment.

### Qualifications preferred:

A high school diploma or equivalent and some college. Knowledge of MS Access, PowerPoint and Front Page.

Salary:	\$12.00	per	<input checked="" type="checkbox"/> Hour	<input type="checkbox"/> Month	<input type="checkbox"/> Year	Other	
Benefits:	<input checked="" type="checkbox"/> Medical	<input checked="" type="checkbox"/> Dental	<input checked="" type="checkbox"/> Tuition reimbursement	<input checked="" type="checkbox"/> 401K			

Shifts:	<input checked="" type="checkbox"/> Day	<input type="checkbox"/> Swing	<input type="checkbox"/> Graveyard
	Hours: 8:00 - 5:00	Hours: <input type="text"/>	Hours: <input type="text"/>
How should applicants contact you?	<input type="checkbox"/> Go to office	<input type="checkbox"/> Call first	<input type="checkbox"/> Fax resume
	<input type="checkbox"/> By mail	<input checked="" type="checkbox"/> By e-mail	
How would you like the position posted?	<input checked="" type="checkbox"/> Jobs binder	<input checked="" type="checkbox"/> "Hot Jobs of the Week" Bulletin Board	<input checked="" type="checkbox"/> Send to LWTC program instructor

Would you be interested in scheduling a recruiting table on campus?  Yes  No

If yes, the Employment Resource Center will contact you within 48 hours. Please be certain you have provided your phone number in the company information above.