**PEST TECH READY**

**Executive Assistant/Route Assistant Trainee**

This is an exciting part-time to full-time opportunity for s self starter. We will train.

20-40 hours a week. 9:00 am -3:30 pm.

Job Type: Part-time and/or Full-time

Salary: $15.00 to $20.00 /hour (Based upon Experience)

We are seeking a friendly, cheerful, and confident assistant. We're looking for someone with a great attitude who enjoys customer service and working with other people. The position offers a variety of responsibilities for an organized, efficient and detail-oriented person. We need someone who possesses good judgment and has the ability to exercise discretion in accordance with the standards of honesty and integrity.

**Duties include:**

\* Answering, screening and routing telephone calls  
\* Taking accurate and detailed messages

\* Assisting Office Manger and field Representatives

\* Preparing out-going mail and envelopes  
\* Copying, scanning and printing documents  
\* Filing and indexing

\* Able to lift 50 pounds

Excellent communication skills are necessary and knowledge of office software, internet, and bank transactions. Office experience is not required but helpful.

If you're a team player who will pitch in and help co-workers, please apply on line at: [www.PestTechReady.com](http://www.PestTechReady.com) or for questions email: [Careers@pesttechready.com](mailto:Careers@pesttechready.com). **No phone calls please**.

Job Type: Part-time

Salary: $15.00 /hour

Experience:

* customer service: 1 year (Preferred)
* Office Administration: 1 year (Preferred)
* Receptionist: 1 years (Preferred)
* Bi-lingual Spanish Speaker (Preferred)

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