

Job Title: Office Assistant
Department: Customer Service

Status: Non-Exempt/Union Eligible
Reports To: Office Manager

CUSTOMER SERVICE EXCELLENCE: All jobs carry with them an overriding responsibility to provide extraordinary customer service in terms of quality, timeliness, and assistance. A commitment to service excellence is expected of all employees as they perform their tasks.

GENERAL SUMMARY:

Eastern Slope Rural Telephone is seeking an Office Assistant to perform a wide variety of office activities, typically including secretarial and customer service functions in our Business Office located in Hugo.

SPECIFIC JOB DUTIES:

- Receive and direct phone calls
- Pick-up, sort and distribute incoming mail
- Prepare and deliver outgoing mail
- Assist with accounting functions to include Accounts Payable, Accounts Receivable, Capital Credits and Subsidiary Ledger reconciliation
- Perform data entry for the Accounting Department
- Bank Reconciliation
- Organize travel arrangements for staff
- Assisting Marketing with Administrative Duties
- Draft and type letters, memos, and reports
- Maintain adequate inventory of office supplies
- Provide secretarial and administrative support to management and other duties as assigned
- Other Tasks as needed

JOB REQUIREMENTS:

- Ability to maintain a high level of confidentiality
- Strong organizational skills
- Strong work management and prioritizing skills
- Knowledge of basic accounting principles and procedures
- Possess a positive demeanor and self-starter attitude
- Excellent computer skills and demonstrated strength using Microsoft Office
- Ability to multitask while maintaining a high level of attention to detail
- Excellent customer service, communication and interpersonal skills

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of company policies and procedures
- Knowledge of ESTech's products and services
- Customer Service and general office experience preferred
- Competent computer skills Including Microsoft Office

ESSENTIAL JOB FUNCTIONS:

- Must be able to stand or sit for long periods of time
- Excellent oral and written skills
- Exceptionnel Phone étiquette a must
- Limited Travel may be required

REPORTING REQUIREMENTS:

This position reports to ESRTA office in Hugo, Colorado. ESRTA offers an excellent compensation and benefits package. This announcement is generally descriptive of the duties and qualifications of the job. It is not intended to be construed as an expressed or implied contract. ESRTA is an Equal Opportunity Employer. Applicants will be considered without regard to race, creed, religion, color, or national origin. In addition, unless the reasonable demands of the position require it, applicants are considered without regard to age, physical or mental disability, marital status, or sex. Eastern Slope will consider making reasonable accommodation for applicants with physical or mental disabilities if it will allow them to perform the essential functions of the job.