



Automate • Grow • Sell
The Ultimate **ROCKSTAR** Employee Toolkit

ADMINISTRATIVE POSITION JOB DESCRIPTION

By Brian Hegarty



ADMINISTRATIVE POSITION

A+ Power Washing has an excellent opportunity for a work-from-home Administrative Assistant. This position will report to the Office Manager and President of the Company.

If you are a dependable and energetic individual looking for a long-lasting and rewarding career opportunity with an industry-leading company, then join us at A+ Power Washing! We are a small fast-paced company serving Monmouth and Ocean counties.

Responsibilities include but not limited to:

- Answer and input customer information from phone calls into Customer Factor (we will train you to use this application)
- Creating estimates then turning them into invoices in Customer Factor.
- Have experience using Excel, Word and MS Outlook
- Must have proper phone etiquette, good communication skills and customer service oriented
- Attention to detail and accuracy
- Be organized!
- Be a team player!

Education and Experience

- Computer skills and knowledge of relevant software
- Knowledge of operation of standard office equipment.
- knowledge of principles and practices of basic office management



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