



## Receptionist/Administrative Assistant

### Position Description/Requirements:

National Commercial Roofing Company is seeking an Administrative Assistant for its Rocklin CA office. The ideal candidate will be responsible for basic office duties, which include but are not limited to:

- Answer office phone (primary), with rollover to all office personnel as required
- Review/distribute mail
- Packing and shipping of all outgoing office materials
- Schedule meetings
- Arrange company personnel travel
- General office support for sales and operations personnel
- Maintain files, office supplies, samples, literature, etc
- Assist with inventory control

### Requirements:

- 5+ years experience in an office setting
- Excellent organizational, verbal and written skills required
- Knowledge of all Microsoft Office products a must
- Ability to work with interruptions
- Ability to work in a fast paced environment
- Ability to take direction fluidly
- Ability to communicate well with others in person by phone and email.

We offer paid time off, paid holidays, 401K, medical benefits as well as professional work environment.

\$12.00 per hour

Applicants must send resumes and salary requirements to:

[employmentwest@simonroofing.com](mailto:employmentwest@simonroofing.com)