



5175 S. Soto St.
Vernon, CA, 90058
323.567.2013 Ext.#1
323.317.4764 Manager
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Office Assistant Job Description

Paperwork you need to apply for this position:

1. Must have a VALID ID and / or Driver's License
2. Social Security Card
3. Bank Account
 - All Employees are paid by check or Direct Deposit
 - All of 2022 year - all employees are paid weekly
(starting 2023 the company will be going on to a Bi-Weekly pay period)

Top Duties and Qualifications

An Office Assistant, is responsible for performing a range of clerical and administrative tasks to support daily operations in an office setting. Their duties include sorting and distributing files throughout the office, greeting office and Warehouse visitors, and directing them to the sales floor. Coordinating with the different Managers to schedule appointments or update schedules.

Office Assistant Duties and Responsibilities

An Office Assistant is responsible for keeping the office supplied and organized. This involves lots of small duties, like typing and taking notes during meetings, but their overall responsibilities are essential. Office Assistants are responsible for things like:

Overseeing clerical tasks, such as:

- Invoicing
- sorting and sending emails
- Keeping an inventory of office supplies and making lists of necessary items to order all materials as needed.
- Maintaining files
- Welcoming visitors to your office / warehouse

- Answering phone calls / Making phone calls
- Taking and delivering messages from customers to managers
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees
- Running errands as need be to
 - The Bank
 - The Post office
 - UPS
 - Other...

Office Assistant Skills and Qualifications

Office Assistants are exceptional multitaskers, and since they're responsible for coordinating other people's schedules, they must be incredibly well organized.

Office Assistants will also need basic skills with commonly used computer software to do things like send emails, manage calendars and order supplies.

Other important skills and qualifications for these professionals include:

- Flexibility
- Ability to prioritize new tasks as they come in
- Interpersonal communication skills
- Customer services
- Time management and ability to meet deadlines
- Verbal and written communication skills
- Strong organizational skills and ability to multitask
- Problem-solving and decision making
- Proactivity and self-direction

Office Assistant Salary:

The Salary for an Office Assistant is \$18.00 per hour, which for a full-time employee, is roughly \$37,400 per year.

We are offering full time positions.

Monday – Friday Saturday and Sunday off
8am – 5pm

This Job comes with the ability to grow with in the company with position after 2 years of working with the company.

We offer a pay rate increase after 1 year of working with us. An employee evaluation is done every 6 months and the pay increase can possibly happen before the year is up.

*All pay rate increases are done by HR & Payroll Manager, and CFO.

Medical Health Insurance Benefits:

- Company will pay 25% of Insurance 1st year
- Company will pay 30% of Insurance 2nd year
- Company will pay 35% of Insurance 3rd year
- Company will pay 40% of Insurance 4th year
- Company will pay 50% of Insurance 5th year
- Company will pay 60 % of Insurance 6th year
- Company will pay 70 % of Insurance 7th year
- Company will pay 80 % of Insurance 8th year
- Company will pay 90 % of Insurance 9th year
- Company will pay 100 % of Insurance 10th year

Office Assistant Education and Training Requirements

The Requirements are as follows:

- A high school diploma or GED (*REQUIRED)

Office Assistant Education and Training NOT Required

The NON Required are as follows:

- An AA degrees or higher (*NOT REQUIRED)
- Assistants who want to move into management roles will likely need several years of experience and/or a college degree. (*NOT REQUIRED)
- Vocational schools and community college Certification (*NOT REQUIRED)

(Some Community colleges offer certifications for office assistants and similar roles if the employee would like to move up into a manager role; certification is required)

Training:

Office Assistants develop the skills they need through on-the-job experience.

What qualities make a good Office Assistant?

A good Office Assistant has excellent:

- Written and verbal communication
- Can compose documents like memos
- Good at maintaining comprehensive and accurate records
 - Receipts
 - Invoices
 - Files
 - Reports

- Participates in positive interactions with Office Workers and visitors in-person or over the phone.
- Has a personable nature WHY? Their behavior influences the way office visitors interpret the company.
- Has experience working with scheduling softwares and office appliances that enable them to complete their job duties in an efficient manner.
 - iMac
 - Apple Computer / Laptop
 - iCalendar
 - Printer / Scanner
 - Excel
 - Word Documents
 - Google Drive
 - Google Sheets
 - Google Docs.