**JOB TITLE: OFFICE SUPPORT**

**PART-TIME: 25 HOURS PER WEEK**

**JOB DESCRIPTION:**

**We are seeking a highly organized and responsible office assistant to join our organization. In this position, you will perform clerical tasks, answer phones and schedule projects. Other duties will include assisting office manager and executive with preparing documents, organizing files, managing existing documents and generally keeping the office organized, tidy and running smoothly. The ideal candidate should have excellent oral and written communication skills and be able to organize their work.**

**RESPONSIBILITIES:**

* **Answer and direct phone calls**
* **Organize and schedule projects and update staff calendars**
* **Schedule sales meetings for executive**
* **Write and distribute email and correspondence memos**
* **Develop and maintain contact list and filing system for customer files**
* **Monitor and purchase office supplies and research deals and suppliers**
* **Provide general support to visitors**
* **Type documents as needed**
* **Shipping and receiving of job materials**
* **Assist executive and office manager on miscellaneous projects as needed**

**SKILLS:**

* **Knowledge of office management systems and procedures**
* **Excellent time management skills and the ability to prioritize work**
* **Attention to detail and problem-solving skills**
* **Excellent written and verbal communication skills**
* **Telephone skills**
* **Dependability and professionalism**
* **Strong organizational skills with the ability to multitask**
* **High School degree or equivalent**
* **Prior experience handling office responsibilities, experience in customer service or related field a plus.**

**Please send resumes to** [**HR@citadellock.com**](mailto:HR@citadellock.com)