



JJ's Plumbing Repair is a family owned and operated company that has been serving Ozaukee and Washington counties in Southeastern Wisconsin since 1985. Our company is founded on prompt service, quality work, and affordable rates.

We are expanding our team and are looking for an Office Administrator to work in our casual office/shop located in Cedarburg, WI. The ideal candidate will be a friendly, hard-working, quality oriented professional with strong customer service, organizational and multi-tasking abilities and a positive attitude. This position requires management of multiple tasks and a professional customer-service approach. Strong verbal and written communication skills with exceptional attention to detail are imperative as well as general understanding of accounting and business management practices.

#### RESPONSIBILITIES

- Answer phones in a friendly and professional manner
- Schedule, maintain and coordinate calendar of service appointments
- Process accounts payable and accounts receivable
- Order inventory and supplies from vendors
- Interact daily with employees and management
- Help maintain and promote the company's ethical, professional and friendly work environment

#### REQUIREMENTS

- Above average knowledge of general office practices and business etiquette
- Ability to write, speak and interact clearly and professionally
- Ability to perform administrative duties with speed and accuracy without immediate supervision
- Above average research skills and attention to detail
- Proficient in Microsoft Excel, Microsoft Word and Quickbooks
- Plumbing or Mechanical knowledge a plus

#### REQUIRED EXPERIENCE

- Associates Degree preferred
- 4+ years of professional administrative experience

#### SALARY

- Salary is commensurate with skills and experience

Send resume and letter of introduction to [careers@jjsplumbing.com](mailto:careers@jjsplumbing.com)