

Office Assistant

At Fast Intentions Inc. we specialize in the manufacturing of high-performance automotive exhaust systems, custom fabrication, and welding. Fueled by Passion is our motto, and it truly represents who we are. We are looking to expand our team.

You will need to be a critical thinker who can thrive in a fast-paced environment and possess the ability to problem solve. If you can represent the F.I. brand with integrity, positive energy, and reliability, then let's get started!

Job Type: Full Time

Hourly Pay: \$19+ (Dependent on Experience)

Setting: You will have your own dedicated workstation within our office. A family-oriented workforce to learn from and work alongside. We are strong advocates of teamwork and helping each other grow to our full potential. Medical benefits are offered.

Job Description:

- Phone Communication with Customers
- Email Correspondence
- Order Status / Updates
- Creating Invoices / Data Entry
- Processing Payments
- Generating Shipping Labels
- Ordering / Restocking Materials

Qualifications:

- High School Diploma or GED
- Ability to present a professional presence
- Strong, effective communicator / Professional Telephone Etiquette
- Must have the ability to effectively multitask in a fast-paced environment
- Must have the ability to follow directions and complete tasks on or before deadlines
- Must have the ability to identify and solve problems
- Customer Service in office environment: 1 year (Preferred)
- Intermediate Computing and Applications (Required)
- Proficiency in MS - Outlook / Excel / Word
- Experience with Intuit QuickBooks is a benefit
- Must have the ability to work well with others and independently