



Administrative Assistant (Vancouver, WA)

Prairie Electric is searching for a Full-Time Administrative Assistant. This team member will assist the accounting staff with daily operations. We are searching for someone highly organized, friendly and positive with outstanding communication skills. Qualified candidates must be flexible, have excellent verbal and written communication skills, strong phone presence, and the ability to multi-task in a fast paced environment.

Responsibilities will include but are not limited to:

- Answer phones and transfer to appropriate department or person
- Keep office clean and organized
- Maintain a variety of office records
- Accounts payable and receivable tasks
- Ensure accurate paperwork and associated document(s)
- Data entry support, entering information into accounting system
- Billing support as needed
- Perform other duties as required

Qualifications Include:

- experience in an office, data entry, customer service, is preferred
- Experience or training with MS Office products, especially Excel, is required
- Accurate 10-key skills
- Ability to handle multiple tasks to completion
- A self-starter able to work with minimal supervision in a team environment

Prairie Electric is an Equal Opportunity. We offer a comprehensive employee benefits package and a great working environment.

Send all resumes with cover letter to employment@prairieelectric.com. Please include ****Administrative Assistant Position**** in the subject line of your email. No phone calls, drop-ins or agencies please.

www.prairieelectric.com