**Whitney and Son inc.**

**95 Kelley ave.**

Fitchburg MA 01420

978-343-6353

**Administrative Assistant**

We are seeking an Administrative Assistant to join our service team! Daily tasks include; performance of clerical and administrative functions, scheduling, dispatching, and filing warranty claims. This is an office position providing support to the service manager and team.

**Responsibilities:**

* Maintain accurate service orders with parts & labor to be invoiced
* Print, enter service reports in database, then file in equipment folder/sales order
* Scheduling and dispatching
* Order parts for jobs (service / shop)
* Resolve discrepancies with parts, pricing or issues with orders
* Parts return
* Maintain ongoing warranties, invoices, service jobs, and sales order
* Track service-related part shipments
* Communicate with shipping company’s
* Order shop supplies & production supplies
* Enter warranties
* Maintain manuals database
* Perform all other duties as assigned by management in a professional and efficient manner
* Assist with bookkeeping duties; ship logs, invoices, vendor invoices and deposit slips

**Qualifications:**

* Previous experience in office administration
* Previous experience working with Works/Reveal is a plus
* Ability to prioritize and multitask
* Excellent written and verbal communication skills
* Strong attention to detail
* Strong organizational skills

**Job Type:** Full-time

**Salary:** $16

**Experience:** 2 year (Preferred)

**Education:** AA (Desired)

**Work authorization:** United States (Required)

**Shift:** 7:30-4:30 M-F

**Benefits:**

Health Insurance

Life Insurance

401K

Vacation Leave

Sick Leave

**Interested, contact Tony**

**Cell 978-502-0092**

**Office: 978-343-6353 ext. 28**

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