

Office Assistant
(Job Number 2877501)

Employer: DOOR-TRAN

1009 EGG HARBOR RD
PO BOX 181
STURGEON BAY, WI 54235-1200
www.door-tran.org

Work Site: Door County
1009 Egg Harbor Rd
STURGEON BAY, WI 54235

On Bus Route? No

Pay: \$12.00 Per Hour

Duration/Usual Hours Per Week: Part-Time, 22.5 to 24 Hours Per Week

Shift/Work Days: Monday - Friday 8:00 - 4:00
First Shift.
Monday, Wednesday, Friday.

Number of Openings: 1

Minimum Requirements of Employer:

Education: High School Diploma/GED Equivalent Required

Professional Licenses / Certifications: No Licenses or Certifications Requested

Vehicle: Required, Mileage reimbursement available.

Drivers License:

Type: Class D - Regular (Auto, Light Truck, Moped) Required

Endorsements: No Endorsement Requested

Age: No Age Requested

Experience / Qualifications:

- High school diploma or equivalent qualification required.
- General knowledge of office procedures.
- Working knowledge of office equipment and processes.
- Proficiency with Microsoft Office.
- Excellent customer service skills, outgoing and friendly.
- Attention to details and accuracy.
- Ability to catch on quickly, follow directions and learn new tasks.
- Good communication and organizational skills.
- Strong work ethic and team player.
- Ability to maintain a high level of confidentiality.
- Successfully complete a background check at hire and ongoing.

Background check required. Notice for Job Seekers

Duties and Responsibilities of the Job:

- Answer the phone to take messages or redirect calls to appropriate staff
- Assist clients entering the office
- Sort and distribute incoming mail and prepare outgoing mail
- Utilize office appliances such as photocopier, printers etc. and computers for word processing and spreadsheet creation
- Scanning and filing paperwork
- Proofing and editing
- Assist in social media updates
- Monthly newsletter
- Work with clients on their needs and direct them accordingly

Equal Opportunity/Affirmative Action Employer

Benefits:

Leave and Holidays:

Vacation, Paid Holidays

Education and Training:

Paid Training, Tuition Reimbursement

Other Benefits:

QSEHRA, based on eligibility

Company Profile:

Door-Tran is 501(c)3 non-profit organization and is a creative community network dedicated to connecting people to transportation services that are affordable, available, and accessible.

How To Apply:

Mail a Résumé

Door-Tran
Attn: Nikki Voight, Executive Director
1009 Egg Harbor Rd
PO Box 181
Sturgeon Bay, WI 54235

E-Mail a Résumé

To apply for this job, send your résumé or Job Center of Wisconsin Résumé to mobility@door-tran.org

If you don't have a résumé, you can register and create one at Job Center of Wisconsin.

Additional Application Information

Interested candidates must submit a cover letter, resume and three references by 4:00 pm on Friday, April 2, 2021

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