



Job Opportunity

From the Placement Office of:
Northwest Iowa Community College
603 West Park Street, Sheldon, IA 51201
(712) 324-5061 or 800-352-4907

Program: **Administrative Secretarial/Office Management**

Company: Kooima Company **Contact:** Michelle Monsma
P.O. Box 156
2638 310th Street
Rock Valley, IA 51247

Job Title: **RECEPTIONIST/ADMIN. ASSISTANT** **Phone #:** 712-476-6232

Job Description: To support the Job Shop in the areas of customer service, order processing, and shipping paperwork.

- Duties:**
1. Greet visitors
 2. Answer phone calls and routes callers to the appropriate person.
 3. Does filing, processes mail.
 4. Invoices Job Shop orders.
 5. Creates bills of lading for Job Shop orders.

- Qualifications:**
1. Strong computer skills
 2. Data entry skills
 3. Strong organization skills
 4. High attention to detail
 5. Strong communication and phone skills

Application Procedure: To apply, fill out an application in person or on-line at:
www.kooimacompany.com/careers.html. OR send a resume to employment@kooima.com.

Post in A, B

Date: 1/16/12