



# 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:** Ozone Solutions, Inc.  
Hull, IA**Contact:** Joel Leusink**Phone #:** 888-892-0303**Website:** www.ozonesolutions.com**Job Title:** ADMINISTRATIVE ASSISTANT**Job Description:** The position of Administrative Assistant is to provide an excellent first impression to customers, vendors, and other company contacts. This person will help provide excellent customer service by providing assistance to company/department managers in all areas of work. General office management will be expected to assist all staff in day to day duties to improve office efficiency.

The expectations of this position include a commitment to great customer service, and implementing processes that improve office efficiency to portray a professional company image. This position will be dynamic, managing priorities and changing work requirements will be expected.

**Primary Responsibilities:**

1. Answer telephone calls and transfer to appropriate staff member
2. Open, sort, and distribute incoming mail, faxes, e-mail, and voice-mail
3. Interact with clients, vendors, and visitors
4. Setup and coordinate meetings and conferences
5. Prepare agendas and make arrangements for company and Board of Director meetings
6. Maintain office calendar to coordinate work flow and meetings
7. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing & filing
8. Research, price, and purchase office furniture and supplies
9. Support staff in assigned project based work
10. Create and modify documents such as, invoices, reports, memos, letters, and product literature using word processing, spreadsheet, database, and/or other presentation software
11. File and retrieve documents, records, and reports

**Additional Responsibilities:**

1. Assist in shipping and receiving
2. Make travel arrangements for staff
3. Proof read and edit correspondence and documents
4. Assist and organize special events
5. Interact with company board of directors

**Knowledge and Skill Requirements:**

- Ability to communicate effectively
- Ability to operate standard office equipment
- Ability to follow oral and written instructions
- Must be computer literate and able to type at least 50 wpm
- Knowledge of principles and practices of basic office management and organization
- Must be proficient with Microsoft Office
- Knowledge of basic principles and practices of bookkeeping
- Self starter, and self motivated individual

**Salary/Benefits:** Not given**Application Procedure:** Those interested should send their resume; e-mail, joel@ozonesolutions.com or fax 712-439-6733.*Post in A, B***Date:** 6/22/10