

Office Administrator Job Description

GWSI is family-owned and operated and has been in the warehousing industry for over twenty-five years. Due to continued growth, we are seeking a full-time Office Administrator. We seek a dynamic individual looking to develop their skills and grow with our company. This position will maintain high professionalism with customers, process orders, and provide exceptional service.

Responsibilities

- Answer incoming calls and emails regarding customer inquiries
- Manage the preparation of invoices and complete reconciliation of billing with accounts receivable
- Process orders, forms, applications, and requests
- Maintain a positive and professional attitude towards customers at all times
- Maintain a good understanding of products, services, and systems used
- Communicate effectively and collaborate with management to ensure overall customer satisfaction

Qualifications

- High School Diploma or GED required
- Experience in Excel, Outlook, and web-based applications preferred
- Two years of experience working in an office environment is preferred
- Excellent communication, analytical, and organizational skills