



Eaton Compressor is hiring in our fast-growing wholesale division! We are looking for a reliable, motivated, positive person to join our team!

The position as an administrative assistant provides a variety of duties focusing on customer service and coordinating shipping. The ideal candidate will have to be able to multi task, have exceptional organization skills, strong Microsoft skills, great communication skills and be a positive accountable team player.

Responsibilities

- Basic knowledge of Microsoft office applications a plus
- Desire to provide extraordinary customer service
- Interact with customer over the phone, through emails
- Preparing and providing shipping quotes to the customers
- Coordinating daily operations with the Shipping Manager
- Assisting Creating and maintaining a report of the daily shipping activities
- Assisting in preparing and printing shipping labels
- Scheduling packages for shipment

Requirements

- Proven work experience in customer service or logistics
- Good communication and interpersonal skills
- Proficiency in Microsoft Office particularly Excel
- Detail-oriented and highly motivated individual
- Strong analytical and problem-solving skills
- Ability to prioritize multiple tasks without compromising service
- Excellent typing skills
- Willing to learn and grow
- Familiarity with Sage100 accounting would be an asset
- Willing to jump in where needed to help the team
- Able to pass a back ground check