



January 18, 2018

Immediate Opening for: Part-time Office Support I

Regular Duties:

- Answer incoming calls.
- Complete initial service ticket research.
- Assign tickets according to technician schedule.
- Assist with preparing monthly billing.
- Process online payments.
- Complete assigned tasks regarding application audits.
- Create and send "Welcome" packets.
- Create weekly Facebook posts for management to review and approve.
- Enter new orders into Inventory Management system.
- Assist with programming radios.
- Monitor and address multiple email accounts.
- Other various tasks.

Requirements:

- Ability to answer multi-line phone.
- Reliable transportation.
- Strong work ethic.
- Ability to adapt and learn quickly.
- Strong communication skills.
- Basic computer and internet knowledge.
- Basic email and Microsoft Office knowledge.
- Strong time management skills.

Preferred:

- Advanced computer and internet knowledge.
- Flexibility and dependability.
- Team-oriented.
- Evening and weekend hours.
- Desire to work out in the field occasionally.

Details:

- Part-time to start with the ability to move to full-time.
- Starting pay rate at \$9.00 per hour, based on experience.
- 15-20 hours a week work schedule.

Apply:

- Send resume or work history to info@radiowire.net.
- Apply in person at 314 Lafayette St, Jefferson City, MO.