



JOB OPENING

Rosebud Office Solutions

Seeking Enthusiastic Driven Employee for: *Administrative Assistant*

Wage is DOE and Education.

JOB SUMMARY:

The Administrative Assistant will assist the Daily Operations Manager in maintaining the ROS business office by answering phones, maintaining paperwork, filing, data entry, vendor management and entering invoices.

DUTIES INCLUDE:

- Assisting customers via email, telephone, social media or in person. (inside sales)
- Creating quotes, Invoicing and Purchasing daily orders for customers
- Creating purchase orders and data entry in our software system
- Receiving payments and creating deposit slips.
- Maintaining a thorough and professional physical and electronic filing system.
- Ordering supplies and equipment for ROS.
- Editing forms and uploading to Basecamp.
- Other duties as assigned.

JOB REQUIREMENTS INCLUDE:

- High School Diploma/GED required.
- Excellent verbal and written communication skills.
- Possess the ability to multitask.
- Possess the ability to work in a high functioning, fast-paced work environment.
- Microsoft office proficient.
- Prioritizing, time management and organizational skills.

TO APPLY:

Submit resume along with application online at www.sicangucorp.com/job-openings. Position open until filled. For more information call (605) 840-1896, or email Tamera.Medley@sicangucorp.com.

