

Phone: 360-930-0325
info@lyonspaint.com



PO Box 576
Kingston, WA 98346

Licensed • Bonded • Insured | Serving Western Washington

Office Assistant

Part Time

\$18.00 - \$22.00 DOE

Job Overview

Lyons Painting is looking for an Office Assistant to join our growing team. This is a perfect place to grow your career if you are a team-oriented individual. Apply now!

Responsibilities for Office Assistant

- Greet customers in a professional manner
- Answer phone calls and emails
- Communication with clients regarding scheduling
- Process, sort, and route incoming and outgoing mail
- Monitor and manage inventory of office supplies; order and distribute office supplies as necessary
- Perform other administrative support tasks, including scanning, updating, and sorting files

Qualifications for Office Assistant

- 1-3 years of relevant experience in an office setting, preferably in an administrative or clerical role
- Strong attention to detail and quality of work
- Must be committed to providing outstanding customer service
- Proficient computer skills and ability to operate general office equipment