



Eco Clean Carpet and Tile Care **Office Admin Position**

Seeking a person to provide excellent communication skills, and be a serious multi-tasker. If you are self-motivated and have excellent interpersonal skills, then we could use your skills! The ultimate candidate is someone who is dynamic, experienced and truly enjoys giving superior service, and has a little sales edge to them as well. If you are highly dependable and excited about routinely exceeding expectations, then we need to talk!

Primary Responsibilities:

- Provide excellent customer service
- Schedule and make appointments
- Perform general administration duties
- Fill in detailed and accurate job site paperwork for completion of jobs
- Meet crucial deadlines
- Make reminder payment calls to homeowners and businesses

Position Requirements:

- 1+ years of administrative or office-related experience
- Customer service experience, quality assurance
- Outstanding written and verbal communication skills, including proper pronunciation and grammar, and a consistently courteous and professional tone of voice at all times
- Polite, confident, and excellent customer service skills, including listening and questioning skills
- Ability to remain calm and professional during tense or stressful situations
- Excellent organizational skills and strong attention to details
- Very self-motivated and goal-oriented
- Ability to multi-task
- Capability to work in a fast-paced, team-oriented office environment
- Proficient in Microsoft Office (i.e., Outlook, Word, Excel)

Location: Rocklin, CA

Hours:

- Fulltime and permanent position
- 7:30am-4:30pm Monday through Saturday With Tuesdays off

Pay Rate:

- Competitive pay based on experience \$12.50 to \$15.00 Medical benefits after 90 days

TO APPLY: email your resume to: rspiker@carpetcareecoclean.com