

The Office Assistant job in Brunswick, Maine is responsible for answering and transferring phone calls, as well as basic office functions such as filing, emailing and scheduling. Ideal applicants will have legal assistant experience, although it's not required. You will have the ability to provide outstanding customer service, while also maintaining and tracking confidential information. This is a 1st shift position.

Office Assistant Qualifications:

- High School Graduate or equivalent
- Excellent written and verbal communication skills
- Ability to multitask at all times
- Legal assistant experience highly desirable but not required
- Ability to type 45+ WPM
- Must have COVID vaccine and booster
- Skillful using MS office suite including Word and Excel
- Quickbooks experience highly preferred but not required
- Strong ability to work well independently and within a team environment
- Determined and goal oriented
- Business casual attire

Required Skills:

- Office experience
- Customer service experience

Office Assistant Details:

- Schedule: Monday-Friday 37.5 to 40 hours per week
- Pay Rate: \$20-\$22/hr
- Start Date: ASAP

Office Assistant Benefits:

- Health and prescription coverage (while on assignment through Bonney Staffing)
- Ask us about our \$\$Referral Bonus Program\$\$

If you believe you are a qualified candidate for our Office Assistant role please apply or contact us today!