

**Office Assistant – Full time – Pay starting at \$13.00/hr**

As an Office Assistant, you will play an integral role in the office performance and organizational strength of Cline Fire.

**Specific Responsibilities:**

- Process work orders and inspection reports returned by technicians, ensuring accuracy
- Submit required reports to the appropriate AHJs (authorities having jurisdiction)
- Enter newly installed fire protection systems into company software for tracking warranty dates and preparing inspection reports
- Update/maintain customer folders and electronic records
- Conduct clerical duties, including, but not limited to, filing, answering phone calls, responding to emails, and preparing and/or retrieving documents
- Complete required employment paperwork in a timely and professional manner
- Other duties and responsibilities as assigned

**Position Requirements:**

- Effective written and verbal communication skills
- Strong Microsoft Word, Excel, and Outlook capabilities
- Ability to work accurately and efficiently in a position with varying day-to-day demands
- High school diploma or equivalent
- Ability to pass a drug test and background check

**Compensation:**

Compensation will be based on an hourly wage for actual time worked with an hour unpaid lunch. Pay for wages and benefits will be issued fortnightly through company payroll. This position is eligible for PTO and holiday pay in accordance with Cline Fire's policies and the health insurance and company-matched retirement plan offered by Cline Fire, but no additional benefits or compensations, whether directly stated or implied.

Cline Fire, LLC is an equal employment opportunity employer.