

OFFICE ASSISTANT

TPI dba Telecom Products, Inc.
1136 North 1st Street Garland, TX 75040

JOB DETAILS

Job Type: Full-time

Number of hires for this role: 1

Overview:

We are seeking a highly organized and proactive Office Assistant to join our team. The ideal candidate will be responsible for providing administrative support and ensuring the smooth operation and efficiency of our office. The Office Assistant will handle various tasks such as office supplies management, coordinating meetings, performing general clerical duties, and assisting other team members as needed. This role requires excellent communication skills, strong attention to detail, and the ability to prioritize and multitask effectively.

Responsibilities:

- Answer and direct phone calls, take messages and respond to inquiries in a professional manner
- Greet visitors and assist with general reception duties
- Schedule and coordinate meetings, appointments, and travel arrangements for team members
- Prepare and distribute office memos, correspondence, and reports
- Manage office filing system and ensure all files are accurate and up to date

Qualifications:

- High school diploma or equivalent; additional qualifications in office administration or related field are a plus
- Proven experience in an office administration or assistant role
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook) and other relevant software
- Excellent organizational and time management skills
- Strong verbal and written communication skills
- Ability to prioritize and multitask in a fast-paced environment
- Strong attention to detail and problem-solving abilities
- Ability to work independently and as part of a team
- Professional and friendly demeanor

Note: This job description is intended to convey information essential to understanding the scope of the Office Assistant position. It is not intended to be an exhaustive list of qualifications, skills, duties, or responsibilities associated with the role.

MORE DETAILS

Schedule:	8-hour shift with potential overtime
Typical start time:	8 AM
Typical end time:	3:30 - 5:30 PM
Pay Frequency:	Weekly
Work Location:	One location
Work Remotely:	No

TPI's website: <http://www.tpitexas.com>
Benefit Conditions: A waiting period may apply.

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Apply online:

<https://tpitexas.com/careers/>