

OFFICE MANAGER - YAKIMA FRONT OFFICE



Employment Type

Full-Time
Immediate opening available.

Benefits Offered

Medical, Dental, 401K
Competitive Pay

Job Description

Wilbert Precast, Inc. is looking for an experienced Office Manager to join our Yakima team. This position works closely with the Branch Manager, Project Managers., and is our first impression for visitors; therefore, they must be able to work an 8:00 am to 4:30 pm, Monday through Friday schedule and must be punctual and ready to great clients at the start of the day.

The ideal candidate is professional, organized, and detailed orientated with an emphasis on quality of work. The ideal candidate also has excellent customer service skills and can handle high volume work.

Responsibilities:

- Receive Visitors
 - Greet & determine needs in a professional manner
- Phones
 - Answer and address incoming calls in a timely manner
 - Clearly determine the purpose of the call; screen solicited calls
 - Route calls to appropriate personnel
 - Take & deliver messages accurately and completely
- Mail / Deliveries
 - Sort and distribute incoming mail / deliveries
 - Direct deliveries drivers to correct unloading bay
- Clerical
 - Copy & collate documents
 - File sales tickets daily
 - Print quotes and fax them to customers
 - Monitor and distribute faxes to the appropriate personnel

NOW HIRING

- Maintain office equipment and report any malfunctions
 - Procurement
 - Internal Office Supplies
 - Project Supplies
 - Maintain copy room cleanliness
- Organize Meetings
 - Maintain conference room appearance
 - Set up meeting room with supplies
 - Organize catering when applicable
- Reception Area
 - Maintain reception area cleanliness
 - Maintain a clean and organized desk
- Company Representation
 - Maintain confidentiality and show discretion
 - Adhere to company policies and procedures
 - Represent Wilbert Precast, Inc. in an ethical and professional manner
 - Maintain a complete knowledge of organizational structure, personnel names, and titles
 - Remain calm under pressure
- Communication Skills
 - Write well using correct grammar and spelling
 - Communicate verbally with confidence and clarity
 - Ask effective questions
 - Listen actively and respond with empathy
 - Follow instructions properly
 - Understand and respond to non-verbal signals
- Maintain a clean office and restrooms

Qualifications:

- 1 - 2 years' experience in Office Management
- Strong customer service background
- Proficiency in Microsoft & Google programs
- Spanish bilingual helpful, but not required

Key Competencies:

- organizing and prioritizing
- attention to detail and accuracy
- confidentiality
- judgment
- communication skills

NOW HIRING

- information management skills
- problem-solving skills
- team work
- ability to meet deadlines

About Wilbert Precast, Inc.

Wilbert Precast, provides a wide variety of precast concrete products to the Northwest through our premier manufacturing facilities in Spokane, Yakima, and Lewiston. Wilbert Precast is certified by PCI and NPCA. As a leader of new technologies, we have the ability to meet our customer's project demands and serve our customers one quality product at a time. As a company we believe that if we unify our strengths and weaknesses, intentionally challenge what's normal in our efforts to grow, and confront every roadblock together as a team we will create the best solution for every customer using quality materials backed by quality people.

How to Apply

To apply submit a resume to Lori Ott at lott@wilbertprecast.com