Job Title: Seasonal Office Assistant May 1 – November 1
Company: Northwoods Windows

Location: Wisconsin Rapids, WI

About Us: Northwoods Windows has been a trusted provider of quality windows since 1982. We pride ourselves on delivering exceptional products and service to our customers. We are looking for a dedicated Office Assistant to join our team.

Position Type: Part-Time (7) hours per day/ 3 days per week)

Hours: 9:00 am - 4:00 pm

Pay Rate: $14-$15 per hour

Job Description: As an Office Assistant at Northwoods Windows, you will play a key role in ensuring the smooth operation of our office. Your responsibilities will include:

- Answering phones and directing calls to the appropriate person or department.
- Performing simple computer tasks such as data entry, email correspondence, and basic office software usage.
- Greeting guests and providing them with information about our products and services.
- Assisting with general office tasks as needed.

Requirements:

- High school diploma or equivalent.
- Strong communication skills and a friendly demeanor.
- Basic computer skills and familiarity with office software.
- Ability to multitask and prioritize tasks effectively.
- Previous office experience is preferred but not required.

How to Apply: If you are interested in joining our team as an Office Assistant, please submit your resume to northwin@northwoodswindows.com or call us at 715-325-2520 for more information.

Website: Northwoodswindows.com Northwoods Windows