



POWERFIN Propellers

Application for Office Assistant

General Info

This position needs to be filled immediately.

Pay for the Office Assistant position starts at an hourly rate of \$8.

Noting that Bonuses and wage Increases will come rapidly after the probation period, as one's product/process efficiency improves.

There is a 90-day probation period.

A "Confidentially Agreement" (*stating that you will not share information of how we produce any of our products*) will be required.

Applicants must be at least 18-years old.

We are an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis that is prohibited by local, state or federal law. No medical or dental plan is initially being offered. However, profit percentages will be considered after the 1st year.

We do appreciate your inquiry...

The current position is for a part time Office Assistant to...

- ***Inventory (keep track of stock, what has been ordered and what has been received)***
- ***Shipping (UPS via WorldShip software, and USPS)***
- ***Answer Phones and address the Client's concerns/questions***
- ***Create & follow through with Client Orders***
- ***Create & follow through with Purchase Orders***
- ***Paperwork (Client Instructions, Invoices)***
- ***Organization***

- *Assist in keeping a Clean Work Area*
- *Assist with the 'making' of propeller Kits*
- *Address the Client's Email concerns/questions*
- *Marketing (Trade Shows, Air Shows – logistics)*
- *Website Updates/Vendor verifications*

And encourage the 'boss' (i.e., the HeadHousekeeper) to lose weight

Starting pay: \$8/hr

And we sincerely THANK YOU for your time and effort and your interest in this position