

## **Montgomeryville Area Company Seeks General Office Help**

Our company has an exemplary reputation built on our record of providing excellent products, competitive pricing and outstanding customer service for the past 25 years. We are looking for an individual who wants more than just a job, but rather a career, as a part of our closely knit team.

We seek a professional, experienced adult, who can perform at a consistently high level with a minimum of supervision after training has been completed. This is a Part Time, entry level position, 20 – 25 hours per week.

A successful candidate will possess:

- Strong Communication and Listening Skills
- Excellent Organizational Skills
- Meticulous Attentiveness to Detail
- Good computer skills including proficiency with Excel
- Experience with Quick Books is a big plus
- Good Phone Voice and a Pleasant Manner
- Willingness to learn special planning and design
- The desire and ability to become an integral part of a highly effective team

We Offer the following to a suitable candidate:

- Competitive Salary
- A pleasant, Congenial and Respectful Work Environment
- Ongoing Training and Skills Development
- A reputable and Stable Company in Business for 29 Years
- Appreciation for a Job Well Done

Initially, tasks will include filing, fielding telephone calls and assisting customers through our showroom. As you grow into the job you will be cross trained with other employees to provide back up in other areas, broadening your responsibilities and providing potential for advancement in the position.

To be considered, please email your resume with cover letter and salary history to: [jdavidson@closetworksinc.com](mailto:jdavidson@closetworksinc.com).

Please note: This position represents an excellent opportunity for a serious candidate with a good work ethic who is reliable, responsible and personable. The opening is to be filled immediately, but please, if you do not truly possess the specific skills and character attributes described above, don't apply. Respectfully, we don't want to waste your valuable time or ours. Thank you.