



ENTRY LEVEL OFFICE ASSISTANT

Environmental Systems Service, Ltd. (ESS) is an environmental services firm located in Culpeper, Virginia. ESS has been a leader in water & wastewater treatment operations and maintenance for over 50 years. The company also maintains a state certified environmental laboratory, which supports our Environmental Services Division, as well as performing water, wastewater, and soil testing from outside clients.

ESS is seeking an organized, detail-oriented person for a full-time position as an entry level Office Assistant. Candidate must be experienced with MS Word, Excel and have the aptitude to quickly learn other computer programs. Basic bookkeeping skills a plus. In addition, it is essential to communicate effectively both verbally and in writing, and demonstrate the ability to establish and maintain effective working relationships with others, prioritize work to obtain a high degree of efficiency, determine and handle confidential matters, and use tact in dealing with the customers and staff members in a fast-paced environment.

The ideal candidate should be willing to learn, able to closely follow instructions, and possess the ability to pay attention to detail.

Duties include answering multi-line phone system, customer service, process and record routine accounting transactions, data entry, filing, and general office duties. Responsibilities include, but are not limited to:

- Greet customers and answer routine questions.
- Answer and screen telephone calls.
- Route incoming mail; sort and categorize material.
- Copy, fax, e-mail correspondence.
- Maintain records through filing, retrieval, retention, storage, compilation, coding, updating, and purging.
- Data entry into spreadsheet and/or database.
- Other duties as assigned.

Salary is based on several factors, including experience, and is evaluated on an individual basis after an application has been submitted.

Equal Opportunity Employer