

## **Appointment Scheduler /Office Assistant (Saukville)**

Office Position (Saukville, WI)

Local Facility Service Management company seeks a Part Time and a Full Time Appointment Scheduler /office assistant to help with daily operations.

Primary Position: Appointment Setter:

(Great for those looking to gain experience in the Marketing Field)

Make calls to potential clients off a call list, using a scripted speech.

Schedule appointments, and prepare documents pertaining to that appointment

Work with Marketing to promote new business opportunity.

Assist Production/Purchasing Support

Assist Office Administrator and Management.

Appointment Setter Requirements:

Must have outgoing personality

Must have computer skills, Microsoft Word, Excel, PowerPoint and Access.

Hours would be Monday - Friday 8:00am--4:30pm

Flexible Schedule can be accommodated!

We do offer benefits such as:

Medical, Dental, & Vision

We do offer a 401K program

Room for advancement.

Perfect position for summer time students or college students looking to make some extra cash!!!

Please send your resume to

heather@b-econtrols.co

Or Fax 262-284-6078

Thank you for your interest.