

Jolma Electric is looking for a Full Time Utility Administrative Office Assistant. This position may transition to an Office Manager position in the future. This will be a full-time position.

Applicant must be able to handle general office tasks which include but are not limited to:

- Human Resources (New Employee Onboarding)
- Accounts Receivable
- Accounts Payable
- Answering and Directing Phone Calls
- Providing Support to Managers
- Basic Scanning and Reporting
- Data Entry
- Working with Vendors and managing supplies and materials

Applicant must have:

- Excellent Written and Verbal communication
- Organization
- Time management Skills
- Attention to detail
- Problem-solving
- Independence
- Computer Skills