



## Office Assistant

Flexible Schedule

Up to \$30/hour

### Overview:

M.K. Equipment Corporation is a locally owned rental company that has been serving General Contractors since 1973. Come and join our team! Apply today for immediate consideration.

We are looking for an Office Assistant candidate who can:

- Excel at company Core Values
- Screen and direct phone calls, emails, text messages, and other correspondence, handle requests and queries appropriately
- Manage calendar and schedule internal and external meetings and appointments, including travel arrangements
- Source and pick up office and shop supplies
- Learn and maintain office electronic filing system
- Assist in data gathering and research, social media, and marketing material development
- Perform personal assistant duties as assigned

### EDUCATION, SKILLS & REQUIREMENTS:

- Knowledge of office management systems and procedures
- MS Office and English proficiency
- Outstanding organizational and time management skills
- Up-to-date with latest office gadgets and applications
- Ability to prioritize daily workload and flex if needed
- Excellent verbal and written communications skills
- Discretion and confidentiality
- Minimum High School degree
- Valid Driver's License
- Must have reliable transportation during work day (mileage reimbursed)
- Work experience as a Personal Assistant would be considered an advantage

### BENEFITS INCLUDE:

- Flexible scheduling
- 401(k), Medical, Dental & Vision coverage
- Paid Training
- Opportunities for advancement

Fill out Employment Application and submit application and current resumé to MK Equipment at [admin@mkequipment.com](mailto:admin@mkequipment.com). Call 808-847-2965 for more information.