

JOB TITLE: Office Assistant for LOPCO Contracting

COMPANY DESCRIPTION: LOPCO Contracting is a contracting company focused on the residential re-paint and associated services industry - please visit www.LopcoContracting.com for more information

EMPLOYMENT TYPE: Full Time

COMPENSATION: \$8.00/hour for minimum of first year of employment

AUTOMOBILE ARRANGEMENT: Employee is responsible for arranging own transportation to get to and from the LOPCO Contracting home shop which is located in Providence, RI

LOCATION: Providence, RI

REPORTS TO: Office Manager

GENERAL PURPOSE: The LOPCO Contracting Office Assistant will be responsible for a variety of tasks specific to the company's industry which include (though not limited to) input of supply purchases into a database system, taking phone calls and conveying messages to intended parties, hand writing addresses/notes for a variety of mass mailings, various cleaning oriented tasks around the shop area, and occasionally running supplies out to a company job site.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include but are not limited to):

- Required to be trained in-line with Company's standards and processes
- Required to receive certain training certifications during their time with the company. These certifications will either be achieved through free training offered by LOPCO Contracting **OR** it is expected that they will receive the same training and proof of which from an outside source at the employee's expense.
- Required to be on-time for work and related work oriented activities.
- Required to be available to work a minimum of 35-40 hours, Monday-Saturday, weekly.

APPLICANT EXPECTATIONS:

- Possesses a great attitude & work ethic
- Is community oriented – i.e. – possesses a local sense of community and welcomes the opportunity to “give back”
- Neat & Detail-oriented

QUALIFICATIONS:

- Ability to speak & write English
- Possession of a valid driver's license is preferred
- Ability to physically lift 25 pounds of dead weight without the help of others
- Ability to operate in a Microsoft Windows and Quickbooks environment preferred
- Ability to physically be able to hand write for long periods of time

WORK ENVIRONMENT/CONDITIONS AND PHYSICAL DEMANDS:

- The LOPCO Contracting Office Assistant works in a paint home-base shop environment. Most of the time will be spent in an office setting but a portion of their time will be spent in a shop environment as well
- The LOPCO Contracting Office Assistant should be able to climb, squat, and bend to accomplish necessary tasks
- The LOPCO Contracting Office Assistant may often lift up to 25 lbs. by themselves and 25+ lbs. with the aid of others
- The LOPCO Contracting Office Assistant work schedule will generally consist of a minimum of 35-40 hours, Monday-Saturday, weekly with exact times determined by the Office Manager

ADDITIONAL JOB HIGHLIGHTS:

LOPCO Contracting is an exciting young company with tremendous opportunity. The Company started in 1995 as one that specialized in the exterior residential re-paint industry and has since expanded into exterior painting on all levels (including the new construction and commercial arenas), interior painting, carpentry, masonry, minor roof repairs, gutter-work, and gutter-debris protection systems. It is a Company with a strong community presence that enjoys employing as many people as possible from the local community, as well as giving back to the community through community cleanups, volunteer projects, etc. Individuals employed with this company have not only found themselves to be involved with a stable work environment but also have been known to experience strong personal growth on many levels.

HOW TO APPLY:

E-MAIL resume to employment@LopcoContracting.com.