OFFICE ASSISTANT TASK LIST

(not a complete list – other activities may be required)

* Prepare Sales to Estimate Comparison spreadsheet
* Chinook LOF Coupon Analysis spreadsheet
* Analyze how many Chinook LOF Coupon customers become repeat customers
* Analyze how many Gift Certificate customers become repeat customers
* “Customer Requested” Reminders Analysis
* “Comments Box” Reminders sent more than 6mo. previously Analysis
* Customer thank-you notes
* Assist with other mailings to customers
* Restock check sheets as needed
* Print brochures as needed
* Print customer appreciation coupon cards as needed
* Scan work orders and check sheets and attach to invoice number
* File parts invoices
* Reconcile parts invoices with monthly statement
* Calculate parts inventory value, maintain parts room organization
* Clean keyboards, telephones, calculators as needed, maintain office equipment
* Keep waiting room and lunchroom clean and tidy
* Assist service advisors as requested
* Phone customers as requested to confirm appointments
* Drive company vehicle to obtain parts and supplies and provide rides for customers
* Assist with other miscellaneous tasks as requested.