**Office Assistant Job Description**

**FULL TIME POSITION AVAILABLE FOR OFFICE ASSOCIATE**

Pay: Starting at $17-$18 per hour

COME & JOIN OUR TEAM!!! We are currently seeking an office associate to join us. This is a year-round, full-time position where you will be working in the Grandview office assisting customers and dispatch duties with other employees who are on collection routes each day.

We have been in business for over 30 years and currently run a fleet of 15-20 trucks depending on the time of year. We are a small, family-owned company that is looking for additional helpers to join our growing team. We offer health, dental and vision insurance, life insurance, 401K matching, and PTO and vacation days off.

Typical work weeks are 40 hours per week (Monday through Friday).

**Responsibilities Include:**

* Research missed pickups for all haulers and customers
* Enter new customers into our Trashflow software
* Receive and process customer payments
* Match fuel/disposal tickets from drivers daily
* Answer phone calls, return voicemails and answer emails from office Outlook email
* Proficient with Microsoft Word, Excel, Outlook
* Work with office manager and senior-level management to provide the best customer experience
* Other duties/projects assigned by management

**If you are interested in becoming a member of our company, please send us your resume to office@compostconnection.com. We will contact you to set up an interview time. Interviews are done at our location (12000 Cartwright Ln, Grandview, MO 64030). Please bring the following to the interview:**

* **Social Security Card or Birth Certificate**
* **Drivers’ License/Photo ID**
* **Resume or application can be completed on site**

**You can call 816-761-8300 with any questions.**

Compost Connection is an equal opportunity employer. We do reference checks and drug tests according to DOT Requirements.

Pay: Starting at $17-$18 per hour

Benefits:

* 401(k) matching
* Health insurance
* Dental insurance
* Vision insurance
* Life insurance
* Disability insurance
* Paid orientation
* Paid time off
* Referral program

Schedule:

* Day shift
* Monday to Friday

Ability to commute/relocate:

* Grandview, MO 64030

Experience:

* Customer service: 1 year (Preferred)