

**FULL-TIME POSITION:**

**OFFICE ASSISTANT**

New England Generator Co. has a full-time office assistant position opening in the Pembroke, MA. We are looking for a team player who is highly motivated and works well in a fast-paced environment. We are a solutions-providing company and our employees are expected to be results-orientated with a drive to succeed!

Work hours are Monday-Friday 8-4:30pm

Applicant should possess the following (We will train the appropriate candidate):

- Basic knowledge of QuickBooks
- Marketing and social media experience
- Scheduling with Outlook Calendar
- Familiar with basics of Microsoft Word and Excel
- Able to work as a team and independently
- Able to keep multiple projects organized
- Able to multitask in a fast-paced environment
- Responsibility to complete tasks in a timely manner
- Must have a professional demeanor with customers
- Good communication skills (verbal and written)

**BENEFITS:**

- ☐ Partial Medical Insurance (Blue Cross Blue Shield)
- ☐ Paid Vacation
- ☐ Paid Holidays
- ☐ Paid Sick Time
- ☐ Overtime Availability

Starting wage based on experience.

If interested, please submit your resume to [brianna@nengenerator.com](mailto:brianna@nengenerator.com). Inquires with no resume attached will not be accepted.