



Connell Oil is searching for an Office Generalist. This position serves as the “Front Office Contact” and ‘First Point of Contact” to provide administrative and/or specialized support to accounting and operations for the company. General assistance on other projects when needed. This position performs somewhat complex and moderately repetitive work assignments.

Job Description

Duties and Responsibilities

- Answer and direct incoming phone calls
- Assist A/R with entering checks
- Assist with inventory
- Assist with Bill of Ladings
- Maintain filing system
- Fill incoming orders
- Provide general support to visitors
- Handle multiple projects
- General assistance on other corporate projects when needed

Qualifications:

- Excellent time management skills and ability to multi-task while appropriately prioritizing work
- Attention to detail and problem-solving skills
- Excellent written and oral communication
- Strong interpersonal skills
- Strong organizational and planning skills
- Proficient in MS Office
- Prior experience in the field or in a related area
- Spanish speaking is a plus