

## **Job Posting 22-060 Office Administrative Assistant**

BFPE International is seeking a full time Office Administrative Assistant to join our BFPE Family. Excellent growth potential exists for those with demonstrated proficiency, ambition, ability/willingness to learn new things and go the extra mile.

### ***Basic Job Responsibilities:***

- Primary duty will be answering the phone. A significant part of our business depends upon and demands precise handling of incoming phone calls. Candidate must be able to communicate effectively, clearly, and patiently with callers in order to properly direct calls within the office.
- May perform other miscellaneous office tasks during periods of reduced phone call volume.
- Learn our products and the services we offer.
- Full time hours, Monday-Friday, 8am-5pm. Remote work is not offered or required.

### ***Ideal Candidate Qualifications:***

- Clear, pleasant speaking voice as phone answering is primary duty.
- Excellent communication and customer service/people skills.
- Positive attitude, strong work ethic, self-starter, self-motivated, punctual, and professional appearance.
- Basic computer knowledge. Proficient in Microsoft Word, Excel, Outlook, and Adobe Acrobat.
- Reliable transportation.
- Pass a background investigation.
- Willingness/ability to learn our products and services.
- One year of experience preferred. Experience in a fire protection office environment is a plus.

### ***BFPE International Benefits:***

- Employment with a successful, fast-paced, industry leader in fire protection.
- Competitive Wages.
- 401(k) program with Company Match.
- Medical/Dental/Vision Insurance and Life Insurance.
- Short Term Disability and Long Term Disability Options.
- Paid Time Off for Vacation, Birthday, and Holidays.

BFPE International is an Equal Opportunity Employer. It is the policy of BFPE International to recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, sex, national origin, age, veteran status, or disability and to base decisions on employment so far as to further the principle of equal employment opportunity.

Please [apply](#) here and note Job Posting 22-060. For more information, please [Contact Us](#).

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