**Administrative Assistant/Sales Associate w/QuickBooks Experience**

Medical Models Company

Located in Midtown, Florida, Wynwood Art District, Zip 33127

Christian-owned small three-person office medical models distribution company seeks experienced and reliable, "Detail-Oriented" and “Organized” person with capacity to prioritize daily office procedures and tasks. Computer experience required with telephone customer sales relations and communication skills. This position involves telephone calls with customers, email sales quotes and correspondence, intake orders, prepare detailed bids, and follow up with clients and probable clients. Plus QuickBooks invoicing, packing, account receivable, filing, and general office tasks…

**RESPONSIBILITIES INCLUDE:**

* Excellent English telephone customer sales relations and communication skills.
* Detailed oriented with a high accuracy of administrative and accounting skills
* Organized with capacity to prioritize daily office procedures and tasks
* Excellent computer skills in QuickBooks, Microsoft Word, Excel, Outlook email.
* Processing Orders with QuickBooks invoicing and packing, and accounts receivable.
* Answering Inbound Telephone and email sales quotes and correspondence,
* Outstanding oral and written communication with follow-up skills.
* Effectively prioritizing daily tasks
* Cold Calling to develop customer database
* Detailed bids and quotes with quoting prices for products
* Improving Database, Data Entry Skills
* Filing, and general office work
* Reliable, Punctual in both work and coming to work.  High Work Ethics
* Dress is casual

Email resume with cover letter and state if you desire part time or full time work.

Please call 305 576-4278 or email resume to [a24@att.net](mailto:a24@att.net)