Schedule "A"

Office Assistant

Vision

Ensuring the protection of water as the world's most precious resource.

Mission

Founded on good business, and good science engineered for industries working with water, Bishop Water Technologies is committed to changing how businesses work together to solve environmental challenges. Our focus is on the development and implementation of simple, cost effective, environmentally engineered solutions for our clients. At Bishop Water Technologies, we pride ourselves on the development of innovative, cutting edge technology, geared towards simple, cost effective environmental solutions. Through creating partnerships with other like minded companies and environmental enthusiasts, we work everyday to provide safer, cleaner water for future generations.

Duties may include

- Preparing sales quotes, purchase orders, pricing sheets and invoices
- Shipping quotes, arrangements, tracking and documentation
- Researching equipment and pricing as directed by proposals and project teams
- Answering phones (If needed)
- Ready Commissions on a monthly basis
- Input invoices into Dext (Office Software Used)
- Code all invoices and receipts to the proper accounts
- File documents as needed
- Update approved Quotes in Xero (Office Software Used)
- Work closely with the Sales and Project Teams

Supporting Tradeshow and Conference Activities including:

- Event management
- Tracking and completing bookings, document submissions, transportation of display/promotional item
- Ensuring all display materials are in good condition, repairing/replacing as required, preparing, shipping, receiving and restocking materials
- Ensuring materials that are ordered are received and updated
- Monitoring phone and general email to direct customers to the appropriate staff

Diverse role that will include a combination of core responsibilities and shifting priorities

- Provide support for any department including administration, project management, shipping warehouse, sales, marketing or others
- Additional hours may be required during busy periods

Essential skills and experience

- Strong organizational skills
- Ability to work quickly and with multiple responsibilities
- Excellent written and verbal communication skills
- Proficient in research, gathering information
- Strong working knowledge of Google Workspace
- Able to quickly learn and adeptly use office- and inventory-related software
- 2-4 years of relevant experience in an office environment
- Strong financial background
- Reliable and Flexible
- Good eye for detail
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem solving
- Able to multitask
- Able to work alone with little or no supervision