

## **Title: Office Administrative Assistant**

Due to explosive growth, 25 year family business K to Z Window Coverings is expanding their 3 person team into an operation of 5 and looking for a dynamite personality to be the first impression for our customers.

What we offer:

- Part time hours from 12-5pm Monday through Friday
- \$13-15 per hour based on experience
- Available benefits of paid time off, vacation pay, and employee discounts

A day in the life:

- Scheduling customers to meet with one of our stellar Designers
- Managing the office and walk in's in downtown Denham Springs as people inquire about the quality blinds, shades, and draperies we provide
- Prepare estimates and follow up on designer projects to provide sales support in keeping the Designers out the door and selling

We are looking to bring on-time management master that excels in making customers happy and knows how to get things done with stellar problem solving skills.

Are you?

- In love with doing puzzles and coordinating the logistics of a lot of moving parts
- A master at juggling over 75 clients at a time
- A whiz on the computer typing over 50 WPM and fluent in Microsoft Suite

K to Z Window Coverings is the name in Baton Rouge and Lafayette for luxury window fashions, specializing in shades, shutters, and draperies. The core values of trust, reputation, and integrity are at the bedrock of the culture that is based in strong work ethic and building a legacy for future generations. To become a part of this growing company, apply today to be considered for an interview.