



Network Services Group, LLC  
P.O. Box 7646  
Ann Arbor, MI 48104  
(877) 815-6974  
<http://www.nsgroupllc.com>

## **Office Assistant**

Hello, and thank you for your interest in an office assistant position in Ann Arbor, Michigan. This position is to assist our staff with on-going business operations, including, but not limited to answering phones, bookkeeping, payables, receivables, general organization, and customer relationship management.

### **Primary Responsibilities:**

1. Support consultants in the field at customer sites by serving as communication focal point for customers and staff.
2. Ensures that the office space is properly maintained and presentable at all times.
3. Ensure that customer needs are met on a prompt and urgent basis.
4. Bookkeeping activities including billing, payables, and receivables.
5. Inventory management (receiving, tracking)
6. Scanning documents / Record keeping / General Organization
7. Collections activities including but not limited to following up with customers regarding over due invoices, proposing payment arrangements and invoice problem resolution.
8. Research new potential customers and marketing opportunities using the internet and other business to business print media.
9. Pre-sales screening/qualification of prospective customers. This may involve reference checks or other procedures to perform a credit check on businesses.
10. Other duties as assigned.

### **Criteria:**

1. Effective communication and interpersonal skills.
2. Ability to prioritize work and work within established timelines.
3. Ability to find solutions to routine problems in a collaborative manner.
4. Strong general computer and Internet skills and knowledge of Microsoft Office Suite products.
5. Committed to team based ideals and playing a role in growing the business and exceeding expectations of our customers.

Interested candidates should submit their resume in PDF format via email to [jobs@nsgroupllc.com](mailto:jobs@nsgroupllc.com). Qualified candidates will be contacted to arrange a time for an interview. **Please do not call to inquire – all questions should be directed to [jobs@nsgroupllc.com](mailto:jobs@nsgroupllc.com).**