



Arcomm Communications Corporation
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Office Assistant

Are you someone who likes to keep the office ship aligned and running smoothly through clerical functions? Do you have the left-brain enjoyment for account reconciliation combined with a right-brain affinity for creativity? If so, read on!

Located in Hillsboro, NH, Arcomm Communications is a diversified telecommunications company that has been in business for over 35 years. When you join our team, and upon eligibility, benefits include 3 group health insurance plans to choose from, paid long-term disability insurance, voluntary short-term disability insurance, 8 paid holidays (including a Birthday-Floater to celebrate you!), paid sick days, paid vacation days, retirement plan, logo-wear, and breakfast/lunch-and-learn sessions.

This position reports directly to the Company President providing high-level clerical support to him and the Sales Department. Performing a variety of clerical duties that may include business math, report preparation, and potentially working on Arcomm's printed collateral and digital presence, the essential functions include:

- The creation, assembly, and conversion of quotes.
- Assembling formal submittal booklets containing schematics, and technical literature as necessary, to support each contract.
- CRM (Customer Relationship Management) in TigerPaw.
- As applicable, monthly commission statement reconciliation.
- Assist in generating and mailing monthly invoices.
- Maintaining customer rapport by listening to and resolving concerns and answering questions.
- On an as-needed basis, work on branding and marketing.
- Contribute to editing and publishing of an eNewsletter.
- Provide field support for Sales and other Arcomm departments.
- Update job knowledge by participating in educational opportunities.

Required Education and Experience

- Associate Degree or equivalent work experience
- Fluency in Microsoft Office and Customer Relationship Management (CRM) software
- Knowledge of business math, budget, and schedule management
- Minimum of 1 – 2 years of previous experience in an administrative role

Arcomm keeps people connected. We keep employees connected through the right fit.

Demonstrate your collaborative mindset, send us your cover letter and resume, and let's connect! We look forward to hearing from you.

Relocation assistance or work sponsorship is not available. Applicants only, please. Kindly do not contact us with unsolicited services or offers.
Thank you.