



Arcomm Communications Corporation
462 W. Main Street • Hillsboro, NH 03244
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www.arcomm1.com

Office Assistant / Procurement

Are you someone who likes to keep the office ship aligned and running smoothly? Do you like to do price comparisons followed by purchasing, tracking, and receiving the order? Do you have the left-brain enjoyment for account reconciliation combined with a right-brain affinity for creativity? If you thrive on multi-tasking, read on because we are looking for you!

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, voluntary dental 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.

With your highly developed organizational skills and ability to work independently with given direction, you can deliver high attention to detail and thoroughness. You have an ability to prioritize work in an environment with multiple or conflicting interests. Your software skills include CRM, Excel, Word, and Outlook. You can communicate in a friendly and professional manner. You flourish by providing exemplary internal and external customer service.

This position reports directly to the Company President providing high-level clerical support while also providing, manipulating, and maintaining documents as needed for office personnel, vendors, and customers. General office and clerical duties include, yet are not limited to, the following.

- Generate and mail monthly invoices.
- CRM (Customer Relationship Management) system usage and maintenance.
- Conduct best-pricing, purchasing, and receiving of materials to include administration and coordination through shipping, equipment registration, and Inventory Tracking System.
- Process Product Return and Repair inclusive of the research on repair pricing.
- RMA (Return Merchandise Authorization) processing to ensure timely credit, and follow-up, as necessary.
- Providing and maintaining documents as needed for office personnel, vendors, and customers.
- Track office supply inventory and compile requisition list for review.
- General clerical duties such as data entry and answering the telephone.
- 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, bring your curious mind, good work ethic, and send us your cover letter and resume. We want to hear from you, so let's connect!

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

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