



Open Position: Office Assistant

Eco Logic LLC is looking for a passionate and motivated individual who can offer office experience and support on a part time basis. We are looking for a team player who shares our commitment to the environment. Applicant availability should be during the work week with the capacity to work occasional Saturdays seasonally. The work week will be 20-25 hours with some flexibility in schedule. The position is in support of the Office Manager, duties to include; account for credit card purchases, assist with accounts payable and receivable entry and deadlines, aid in seasonal nursery sales, collaborate in event planning, provide support for payroll processing.

Qualifications:

- Experience with Microsoft Office, specifically Excel, and Word as well as Adobe Acrobat.
- Experience with retail and/or service based employers
- Experience with or willingness to learn point of sale processing and/or inventory upkeep
- Knowledge of or willingness to learn Quickbooks or equivalent
- Preferred: Previous employment in an office environment with accounting or human resources experience.

Behaviors:

- Maintain clear and timely communication with vendors, clients, co-workers, and management.
- Show commitment to an organized work environment.
- Demonstrate excellent time management
- Accurate in accounting and detail oriented in record keeping.
- Able to run errands for office supplies and bank deposits as needed.
- Cultivate a positive and flexible approach to challenges and obstacles.

Eco Logic LLC offers to begin pay at \$ 12-15 per hour depending on experience, skills and education.

Please send resume to:

Mary Hallinan, mary@ecologicindiana.com
8685 W. Vernal Pike, Bloomington, IN 47404