



Front Desk Rep./ Office Admin Assistant

1. Answering Telephone calls:

- ✓ Transfer Calls
- ✓ Answer General Questions on Products we sell

2. Initial walk-in customer interface and process of request

3. Inventory Management:

- ✓ Track Rack, Radios, and Accessories
- ✓ Purchasing: PO, Quote, Submit PO, follow up on Shipping, Receiving items in QBK

4. Sales:

- ✓ Trac Rack
- ✓ Radio Rental
- ✓ Radio Sales

5. Shop General:

- ✓ Clean Front Area
- ✓ Trash Daily
- ✓ Organize displays
- ✓ Lock up Doors

6. Other Admin Office Assistant:

- ✓ Order and maintain office supplies
- ✓ Vehicle Registration/Safety renewals
- ✓ Make travel arrangements for employees
- ✓ Maintain company professional licenses
- ✓ Receivables and Payables assistant
- ✓ Tenant and Contract COI