

Job Description for Administrative Assistant

Omni2max Business Solutions is currently looking for an enthusiastic Customer Service and Marketing Representative to fill a full time position. The successful candidate will have relevant customer service and marketing experience, neat presentation, be highly motivated, and will work well under pressure. They will also be confident in working to targets, pay attention to detail and will work well in a team. In return you will be offered great working conditions in a friendly team environment.

Responsibilities will include:

* Processing customer sales enquiries and orders * Customer service * Administration –Data entry * Marketing strategies * Adherence to policies/procedures In order to succeed in this role, you will be required to deliver a high level of customer service and possess an excellent telephone manner.

This position will be responsible with coordinating with Omni2max clients with understanding the customer's needs. Will be responsible for developing and maintaining marketing strategies to meet organizational objectives; Evaluating customer research, market conditions, competitor data and implementing marketing plan changes as needed; Overseeing all office and marketing, advertising, and promotional activities. The successful candidate will: develop annual marketing plans by service line based on company strategic plan.

1. Conducting and participating in customer service.
2. Review bid opportunities using research sites generate small business opportunities with the government
3. Providing administrative and technical support to various projects, and report writing Basic

Qualifications: No degree is required; however an Associate or Bachelors degree in Business or Technical competencies is highly desirable.