

OFFICE ASSISTANT TASK LIST

(not a complete list – other activities may be required)

- ❑ Prepare Sales to Estimate Comparison spreadsheet
- ❑ Chinook LOF Coupon Analysis spreadsheet
- ❑ Analyze how many Chinook LOF Coupon customers become repeat customers
- ❑ Analyze how many Gift Certificate customers become repeat customers
- ❑ “Customer Requested” Reminders Analysis
- ❑ “Comments Box” Reminders sent more than 6mo. previously Analysis
- ❑ Customer thank-you notes
- ❑ Assist with other mailings to customers
- ❑ Restock check sheets as needed
- ❑ Print brochures as needed
- ❑ Print customer appreciation coupon cards as needed
- ❑ Scan work orders and check sheets and attach to invoice number
- ❑ File parts invoices
- ❑ Reconcile parts invoices with monthly statement
- ❑ Calculate parts inventory value, maintain parts room organization
- ❑ Clean keyboards, telephones, calculators as needed, maintain office equipment
- ❑ Keep waiting room and lunchroom clean and tidy
- ❑ Assist service advisors as requested
- ❑ Phone customers as requested to confirm appointments
- ❑ Drive company vehicle to obtain parts and supplies and provide rides for customers
- ❑ Assist with other miscellaneous tasks as requested.