

REMODELING/BUILDING

OFFICE ASSISTANT

WHAT IS IT?

Manage the office and assist specialists throughout their daily jobs.



TRAINING OPPORTUNITIES

On-the-job Training, Online Training



EQUIPMENT USED

Various Designing Computer Programs,
Tape Measure & Ruler, Point of Sale Systems



OTHER TYPES OF POSITIONS

Kitchen & Bath Design Specialist |
Flooring Specialist

POTENTIAL HOURLY WAGE

\$13 TO \$16



ENTRY LEVEL TASKS MAY INCLUDE

- Greeting Customers.
- Update all showroom samples.
- Learning about the remodeling and design process.
- Assisting Specialists.
- Checking in deliveries.
- Answering phones.
- Filing.
- Running errands.



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**Information provided by local York County Businesses.*

