



ORION

Renewable Energy Group LLC

We're seeking an Office Assistant for our downtown office

General description: Provide essential administrative and clerical support, handling tasks like answering phones, managing files, ordering supplies, and assisting with various office duties to ensure smooth operations.

Here's a more detailed breakdown of responsibilities:

- **Clerical Tasks:**

- Answering phones and directing calls
- Taking and delivering messages
- Sorting and distributing mail
- Filing and organizing documents.
- Maintaining office records
- Basic data entry and typing

- **Office Management:**

- Welcoming visitors
- Ordering and managing office supplies
- Assisting with travel arrangements
- Ensuring the office is clean and organized

- **Other Duties:**

- Assisting with special projects as needed
- Using basic office equipment (e.g., fax machines, scanners, copiers)
- Coordinating meetings and scheduling appointments

Office Location: 429 S Main St., Ottawa, KS

More information:

Email: asmith@orionrenewables.com

Call: **503-878-8846**

prairiesunlightsolar.com



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