



### **Immediate Job Opening- Vendor Assistant**

RESUMES ARE NOT ACCEPTED IN LIEU OF THE REQUIRED APPLICATION. SUBMITTED RESUMES WILL NOT BE REVIEWED UNLESS A COMPLETED APPLICATION IS ALSO SUBMITTED. SEE BELOW FOR APPLICATION PROCEDURES.

Does the opportunity to work as a valued team member appeal to you? Are you currently under-appreciated for your attention to detail, focus on accuracy, and your ability to follow company policies and procedures? If so, we may need to meet to discuss an opportunity for a better job.

We are a successful property preservation and maintenance company located in Orangevale. In other words, our clients rely on us to clean up and maintain vacant properties until they are re-sold. We are currently looking for a Vendor Assistant to add to our team.

Our Vendor Assistants perform a variety of general and specialized operational support roles including communicating with subcontractors about assigned work; processing completed work orders; client billing and vendor payments; verification of information accuracy; researching and resolving discrepancies; and general data entry.

Examples of your regular duties will include:

- Review, verify, and process initial and completed work orders from our internal field crews and outside contractors; review photos to ensure appropriate work completed; and resolve any discrepancies or errors.
- Ensure billings/payments are accurate and consistent with contracted rates in order to close open work orders.
- Process and schedule additional work orders (ongoing maid service, yard service, etc.) as required.
- Assist clients, vendors, and field crew in person or by phone with questions related to properties; explain procedures, and answer questions regarding applicable procedures and methods; interpret and explain rules and regulations depending upon area of assignment.
- Verify that information or data is complete, accurate, consistent, and in compliance with applicable rules; identify and correct deletions or errors; updates and deletes information.
- Obtain information, resolve discrepancies or errors, disperse relevant information, or refer client, vendors, field crew to the appropriate personnel or location; explain the proper use of various forms and documents.
- Prepare company contract packages for potential contractors.
- Track insurance certificates, business licenses for renewals.
- Screen and distribute incoming mail and send out informational materials and letters.
- Screen and route telephone calls; schedule appointments; maintain office supplies.

A high school diploma or GED and at least one (1) year of full-time experience performing clerical duties in an office environment is required. You must be organized and experienced with modern office practices, methods, procedures, and systems (e.g. email, word processing, spreadsheet, and photo management software). Success will also depend on excellent communication, mathematical, grammar, filing and record keeping skills.

We offer a supportive work environment, stable compensation and a solid benefits package, including vacation, holidays and sick leave. Our office operates 7:30 to 5:00 pm daily, and your schedule will fall within those hours. \$10.00/hour to start; up to \$12.00/hour after successful completion of introductory period.

**APPLICATION PROCEDURES:** Please go to [www.atlasfieldservices.com](http://www.atlasfieldservices.com) and on click on the "Contact" tab. Select the Vendor Assistant Job Application Packet. Please fax completed application packet to 916-307-5790 or email it to [employees.atlas@gmail.com](mailto:employees.atlas@gmail.com)