



Phone | 831.465.1699

[www.4LessTermite.com](http://www.4LessTermite.com)

Fax | 831.465.1698

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**POSITION OPENING**  
**Administrative Assistant**

**The Company:**

4 Less Termite, Inc. is a locally owned and operated company specializing in structural inspections, fumigations and repairs for wood-destroying organisms throughout Santa Cruz county and surrounding areas on the Central Coast. We work with homeowners, realtors and property managers and strive to provide all our clients with exceptional customer service.

**The Position:**

4 Less Termite, Inc. is seeking a friendly, lively and good spirited Administrative Assistant to provide our clients with exceptional and responsive service. The Administrative Assistant will report directly to the Office Manager and will also provide support to the Owner with general clerical assistance. The Administrative Assistant will participate in all aspects of scheduling, writing reports, office organization and must maintain a high degree of professionalism and competency at all times as a first point of contact for customers.

We pride ourselves on our reputation and our ability to connect with our customers. We are seeking candidates who have a desire to engage our customers to build relationships and a willingness to listen to understand customers. Strong candidates will display confidence in their abilities, seek to understand process and expectations and are responsible and reliable, conducting themselves with integrity and professionalism in everything they do. We are looking for someone with personality, with a positive can-do attitude, a friendly disposition and a good sense of humor.

**Job Requirements & Qualifications (Required):**

- Must be organized, hard working and punctual.
- Must be able to take direction, follow instruction and follow through on task assignments
- Must exercise good judgment making decisions and be able to ask for assistance when unsure.
- Must possess ability to multi-task, prioritize and thrive in a fast-paced environment.
- Must be resourceful, enjoy problem-solving, pay attention to detail and be concerned with accuracy.
- Must use correct English (spelling, grammar & punctuation) and have the ability to do simple math.
- Proficient in the use of word processing programs, spreadsheets and the internet.
- Excellent communication and customer service skills, in-person and over the phone, and have the ability and desire engage customers (in small talk) to build relationships

**Job Requirements & Qualifications (Desired):**

- Skilled in managing multiple phone lines, making many calls per day, being organized and attentive.
- Familiarity with the County of Santa Cruz, traffic conditions and travel time to/from various destinations.
- Experience working with the public including homeowners, property managers and realtors.

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Chris Finn  
Owner/Operator  
OPR 9917/ PR 6931

4 Less Termite, Inc.  
3560 Soquel Avenue  
Santa Cruz CA, 95062



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### **Administrative Duties:**

- Organizing, prioritizing and coordinating work activities, using sound judgment within established guidelines.
- Greeting customers and answering office phone promptly during business hours, checking voicemail messages, taking complete messages and returning phone calls.
- Assisting in the management of office calendar including scheduling drive-by and field inspections, construction repairs and fumigations with owner, inspectors, contractors and customers.
- Completing work orders and printing maps detailing route sequencing.
- Coordinating the completion of forms, applications and agreements for the engagement of services and making sure requirements are fulfilled prior to the release of documents.
- Assembling information and preparing reports from field notes, reviewing reports for accuracy, making corrections and distributing to customers in a timely manner.
- Composing routine correspondence (letters, emails, etc...) from brief instructions and proofreading and checking typed and other materials for accuracy and completeness.
- Organizing, maintaining and purging various files ensuring the security of proprietary and confidential information and materials.
- Maintaining inventory of office supplies and products and preparing orders for review and approval.
- Establishing and maintaining effective working relationships with those contacted in the course of the business, accurately explaining the features and benefits of specific services and/or products to customers.
- Completing other job duties and tasks, as directed.

### **Employment Details:**

The position is expected to work 20-40 hours/week on a Monday – Friday, 8:00am – 5:00pm daytime schedule. Must possess own reliable transportation with valid California driver's license, good driving record and auto insurance. We offer competitive compensation, comprehensive benefits and outstanding opportunities for professional development. Pay will be based on experience.

### **Application Process:**

Position open until filled. Please submit your resume, including your pay history and a brief description of why you are the best candidate for the position by email to [4Less@4Lesstermite.com](mailto:4Less@4Lesstermite.com) or by fax to 831-465-1698. No phone calls please.

**Applications will be reviewed and interviews scheduled as they are received.**

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