

## OFFICE ASSISTANT

Credit Associates is a locally owned company in Great Falls, MT. Since 1944, Credit Associates has served the collection needs of Montana businesses. We maintain a healthy, supportive, and collaborative working environment with the development of our employees as one of our top priorities.

Are you a self-starter looking for a fast-paced work environment where you can develop versatile administrative skills? Look no further! The ideal candidate will be responsible for providing administrative support to ensure efficient operation of the office. It is a truly cross-functional role.

### Qualifications:

- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office
- Warm personality with strong communication skills
- Willingness to learn and to grow with the company
- A highly organized multitasker who works well in a fast-paced environment

### Responsibilities:

- General office tasks with room to expand knowledge
- Provide support in multiple departments as needed

### Benefits:

- Medical insurance
- 401K
- Health Savings Account
- Profit Sharing
- Employer paid life insurance (max amount applied)
- Paid Holidays
- Paid Time Off