

**Job Title** - Front Office Administrative Assistant

**Santa Cruz, CA Office**

**Requirements:**

- Excellent written and verbal communication skills.
  - Exceptional organizational and time management skills.
  - Professional and friendly phone presence.
  - Able to lift and carry up to 40lbs.
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- Proficiency in MS Office. Experience with Adobe Acrobat and Customer Relationship Management (CRM) software is helpful but not required.
  - B.A. or A.A. will be beneficial but is not required

This position includes a competitive salary plus full benefits including paid medical and dental, vacation & PTO days and 401K matching.

Download an application for the above position [here](#).

Please complete and email the application along with your resume to [info@roofscreen.com](mailto:info@roofscreen.com)