



AV PRO, INC.

SOUND • VIDEO • LIGHTING
RIGGING • CURTAINS

315 North I-35E
DESOTO, TX 75115
972-223-8899
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Job Opening Announcement

**Position: Office Facilitator
(Part Time, 28 hours per week)**

Duties to include:

1. Answering the phone, routing calls and taking messages
2. Entering payables and receivables, invoicing customers, paying bills
3. Working with internet marketing and mass email
4. Assist the sales department with project submittals and as-builts
4. Preparing items for shipment pick-up; must be able to lift and move 40 lbs. minimum
5. Receiving items, logging items as received as needed (must be able to lift & move up to 40 lbs.)
6. Keeping the front office/sales area neat and clean (vacuuming, dusting, etc.)
7. Other reasonable office/warehouse duties as may be assigned
8. Standard hours will be 9 a.m. - 5 p.m., Monday-Thursday, with a flexible 1-hour unpaid lunch break. Days/times may occasionally vary as needed for scheduling purposes; Lunch to be coordinated with other office personnel.

Skills/Requirements:

1. Neat, clean and professional appearance (dress is business casual)
2. Clear and effective communication (proper grammar, good enunciation)
3. Positive personality with strong leadership and organizational skills
4. Fluent in Microsoft Word, Excel, and Outlook
5. Experience working with Quickbooks preferred
6. High School diploma; college work preferred
7. Must be able to pass a background check and drug test
8. Cannot be allergic to cats

Email resume to amy@avpro-inc.com

Call: 972-223-8899