



Job Description

Solid Platforms, Inc. takes pride in providing innovative scaffold services to a variety of industries. As a preeminent leader in the scaffold industry, Solid Platforms recognizes that our employees are our greatest asset. The experience, expertise and dedication of our people make Solid Platforms, Inc. what it is today. We are currently looking to add to our team, with an exciting opportunity as an Office Assistant in our Indianapolis office.

Essential Job Functions

- Perform daily business operations as it relates to invoicing, payroll, scaffold inventory, customer proposals, and various job set-up & maintenance requirements
- Process purchase order requests, assign number and log on spreadsheet
- Write clearly & be proficient with word processing applications
- Answer telephone, direct calls and take messages and monitor answering machine
- Compile, copy, sort, and file records of office activities, business transactions, and other activities
- Perform data entry in various applications as needed
- Greet customers/sales people in reception area
- Process all credit card rental/sales for walk-in customers
- Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail
- Order/maintain office supplies
- Prepare and submit expense reports for field personnel
- Scanning/Indexing of documents into document management system
- All other duties as assigned

Success Factors

- Ability to efficiently manage multiple priorities and time sensitive deadlines
- Working knowledge of payroll practices
- Excellent interpersonal skills, including establishing effective relationships at all levels of the organization
- Intermediate computer skills in MS Office (Outlook, Word, Excel) / Sage 300 Accounting software knowledge helpful
- Excellent data entry skills
- Must be self-motivated, reliable and an independent problem solver
- Willingness to assist customers and co-workers on varied requests
- Exceptional oral / written communication skills
- Commitment to the team and organization's objectives while having a solid work ethic
- Detail-oriented

Education and Experience

Minimum Education Required: High School or equivalent

Minimum Experience: 2+ Years; with prior payroll experience

This position offers an excellent benefit package, including 401(K) with company contribution, plus many more benefits.

Solid Platforms, Inc. is an Equal Opportunity Employer and hire without regard to race, color, religion, sex, sexual orientation, national origin, gender identity, age, disability, military or veteran status, or other protected class.

Solid Platforms, Inc. participates in E-Verify, the federal program for electronic verification of employment eligibility.