OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Marketing/Office Assistant
Organization Name	Pacific NW Energy Corp, SC FUELS
Address	1702 S Pennslyvania Ave Bremerton, WA 98337
Pay Rate	$12 - $12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Brian Kaes
Phone Number	360-479-2772
Email Address	KaesB@SCFuels.com
Website	http://www.SCFuelsNorthwest.com
EIN	91-1817719

Nature of Organization

SC Fuels is the leading provider of home heating oil and fleet fueling needs in the Pacific Northwest. For any of your home heating oil or fleet fueling needs, always remember "We are your Single Choice for home heating oil".

Duties and Responsibilities

Marketing Responsibilities:
-Assist in executing social media strategy, developing and posting material on social media sites.
-Assist in electronic mailing campaign.
-Assist in mailing of promotional marketing materials and customer statements/Invoices.

Office/Customer Service Responsibilities:
-Answer phones and transfer to the appropriate staff member.
-Respond to customer inquiries, process orders.
-Help process credit cards, file paperwork accordingly, and update customer sales portal.
-Provide administrative support to operations manager and rest of staff.
-Receive, sort, and distribute incoming mail.
-Faxing, scanning, copying and other office orientated tasks as requested by staff members.
-Perform work related errands as requested

Minimum Qualifications

-Self starter, able to work well without constant direction.
-Strong oral and written communication skills.
-Strong organizational skills, attention to detail, excellent team player.
-Strong windows office suite experience (Outlook, Excel, Word) and ability to learn new programs quickly.
-Strong passion for social media and proven ability to grow a social following.

1+ years of customer service/office setting experience preferred.
1+ years of social media marketing experience strongly preferred

Educational Benefits

Accomplished business development activities by assisting in executing of marketing and other office related activities.

How to Apply

Email resume and cover letter to BKaes@SCFuels.

Job Number: 40SCFU01 | State 40% | Closed