

Administrative Assistant & Customer Service Representative

- Hiring for two positions



Azure Water in Leesburg, Florida is currently accepting applications for two administrative assistant positions with additional customer service responsibilities. Candidates may expect to perform duties that will include:

- Receiving telephone calls, and directing phone communication traffic to the appropriate destination
- Organizing and scheduling meetings, and appointments
- Maintaining contact information, and sustaining current client relationships
- Receiving visitors, and customers, while providing general support as the customer service representative
- Word processing
- Spreadsheet development and management
- Database management

Qualified candidates should possess good communication skills, with an ability to think critically to solve problems as they are presented. Candidates must be proficient in the Microsoft Office Suite (PC/Mac), specifically in Microsoft Word, and Excel with a general understanding of Microsoft Access and database management. Candidates should also expect to use Adobe Illustrator as a design platform for label processing, and placing predeveloped logos on bottle labels for distribution. Adobe Illustrator and graphics format (.png, .jpg) general knowledge is a plus, but not a requirement, as the company can and will train the most qualified candidates to complete this task.

Azure Water was founded in 2006, and then expanded its manufacturing operations to Leesburg in 2013. Azure Water's purified water comes from local Leesburg municipal water that has been triple-filtered, ozonized, and purified by reverse osmosis. Azure also offers spring, and mineral water options for interested customers.