

Front Office / Office Assistant

Job description

Wave Granite & Marble is one of the Texas' premier fabricators and providers of premium stone surfaces, for a wide range of surfaces, including kitchen countertops, bathroom vanities, fireplace surrounds, outdoor kitchens, and more. We are proud to be certified fabricators and installers for industry-leading engineered stone manufacturers, such as Cambria(Premier Partner), Silestone, MSI, Caesarstone, and other renowned brands.

At Wave Granite, our mission is simple: to provide customer satisfaction through high-quality craftsmanship with meticulous attention to detail and innovative design solutions. Our commitment is to provide exceptional service, attentive guidance, and a seamless experience from consultation to installation.

Wave Granite is seeking a Stone Countertop Fabricator / Machine operator with experience to join our team.

Qualifications

- Proven experience as a back-office assistant, office assistant, or in another relevant administrative role
- Excellent computer skills including Microsoft Office Suite (Word, Excel, Outlook).
- Proficiency in QuickBooks preferred.
- Excellent organizational and time management skills
- Excellent written and verbal communication skills

Responsibilities

- Answer phones, taking messages, and following up with clients
- Organize office and assist associates in ways that optimize procedures
- Scheduling appointments for customers
- Working on estimates/bids
- Knowing how to read floor plans, 2D & 3D, elevations, etc.
- Understand construction plans and designers packages
- Know how to do takeoffs
- Following up with customers regarding estimates
- Sort and distribute communications in a timely manner
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Coordinate with other departments to ensure compliance with established policies

- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties
- Be able to work with little to no guidance