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(850) 575-0921  
(850) 270-6899 (Fax)



# Sanitation Products of America



Please email resume with reference to:  
[ac@sanitationproductsofamerica.com](mailto:ac@sanitationproductsofamerica.com)

Position

Office Assistant  
(Part-Time)

Location

Tallahassee, FL

Job Type

Employee, Part-Time

Hours

15 - 25 hrs/wk  
(Flexible hours)

## OFFICE ASSISTANT (PART-TIME)

We are looking for an Office Assistant (Part-Time ; 15 - 25 hrs/wk) who can perform the following job functions -

- Provide exceptional customer service
- Process orders and develop cost estimates
- Schedule shipping & manage inventory

Successful candidate must have –

- Excellent customer service & organizational skills
- Strong work ethic
- Ability to work in a multitasking environment
- Excellent computer skills (MS Word, Excel, Web Applications)
- Knowledge of QuickBooks preferred
- Clean driving record with access to a reliable vehicle

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(You may also fax your resume to 850-270-6899)

## About Sanitation Products of America



Sanitation Products of America is a formulator & seller of fast selling Sanitation Chemicals and Janitorial Products in North Florida / South Georgia Region. Our parent company, SPA Concepts, Inc., was founded 10 years ago in 2005. We are headquartered in Tallahassee, FL.

Our products include Sanitation Chemicals, Liners, Paper, Food Service Products, Specialty Products and Equipment. We sell to Hospitals, Nursing Homes, Correctional Facilities, Schools, Universities, Building Contractors, and Hospitality Industry.

With a strong focus on customer service, green products, scientific knowledge and friendly staff, SP has become a leading provider of Sanitation Products in the region.



**Products for Healthy Facilities**

**850-575-0921**