



The Power of the Sun for Clean Air!

Air is Life, SanUV“AIR”E is Better Life!

Office Assistant - Receptionist

Company Name: [SANUVAIRE, LLC](#)

Company Location: New York

Job description

Job ID: OFFAST-01

The World wants to Breathe Clean Air and Touch Clean Surfaces, and YOU can make it happen!

SanUVAire, LLC is the market leader in Indoor Air Purification and Surface Disinfection with Breathe-Safe™ and Surface-Safe™ as are our flagship Patented Systems using our Ultra Violet Germicidal Irradiation – UVGI technology. We at SanUVAire are looking for a reliable, multi-talented Office Assistant/Receptionist to become part of our easy going, fun, driven, skilled and hardworking family.

At SanUVAire, the Office Assistant/Receptionist will be performing the below responsibilities. Let's end the Global pandemics that are happening everywhere, and exposure to life-threatening diseases, such as: SARS, MERSA, TB, HEP A/B/C, FLU, H1N1, etc.

Responsibilities

- Answering the Phone and the door, taking messages and scheduling appointments
- Welcoming guests and customers and signing them in
- Picking up the mail, Filing and organizing
- Assisting with general office needs: Copy, Print, Fax, etc.
- Running Office Errands and placing orders
- Respond to emails and voice mails
- Helping other employees with certain tasks: such as bid responses, sales contracts, letters, power point presentations, etc.
- Ability to lift moderately heavy packages upon delivery, unbox, and shelve as needed.

Requirements

- HS diploma or equivalent at minimum, associate degree or BA is preferred.
- Experienced or fast learner
- Good knowledge of MS Office: Word, Excel, Power Point, Publisher, Adobe, and Search engines, etc.
- Good written and verbal communication skills
- Valid Driver's license, clean record
- Reliable and self-motivated and driven

Seniority Level	Employment Type	Job Function	Salary
Entry/Experienced	Part/Full time/Contract	Office Assistant/ Receptionist	\$12/hr.

Submit CV/Resume to: JOBS@SANUVAIRE.COM

– Reference Job ID in your Subject Line