



## OFFICE ADMINISTRATOR & LOGISTICS SPECIALIST | Full Time

LOCATION | Missoula, MT

### WHO WE ARE

Glo Windows and Doors is a Missoula Montana based window and door company focused on the sales, fabrication, and installation of modern, high-performing European-style windows and doors for passive or custom, luxury residential building projects. Glo actively aims to reduce environmental impact by creating world class windows and doors that promote energy efficiency and conservation.

### WHO WE'RE LOOKING FOR

We're looking for an Office Administrator to support the administrative and logistical functions of our day-to-day operations at Glo. The ideal candidate will combine a positive, outgoing attitude with a knack for multi-tasking in fast paced environment while exhibiting strong attention to detail.

### RESPONSIBILITIES

- Support of all administrative company functions across all departments that are critical to the success of the business.
- First point of contact for both in office visits and inbound phone calls
- Assist with the scheduling, tracking, and management of the international logistics surrounding shipments of Glo windows and doors
- Assist with HR and Staffing initiatives as needed
- Add support for both prospective and in process bids and jobs

### QUALIFICATIONS

- 2 years of office support experience or college education preferred
- Strong communication, detail orientation, multi-tasking, and organizational skills
- Strong computer competency (Microsoft Office, Google Workspace, Adobe) and the ability to learn new software
- QuickBooks experience preferred
- Fundamental knowledge of the construction industry preferred
- High School diploma required

### WHAT WE ARE OFFERING YOU

- Competitive Hourly Wage Based on Experience
- Simple Match Retirement Plan
- Paid Vacation & Holidays
- Flexible Schedule
- Opportunity for advancement