

Company: Rhombus Canvas LLC  
Job Title: Administrative Office Assistant  
Job Location: Irving, Texas  
To apply, send resumes to: [mary@rhombuscanvas.com](mailto:mary@rhombuscanvas.com)

ASI 82308  
SAGE 51224  
PPAI 709371  
PSI 90102

### **(Part-Time) Administrative Office Assistant**

Rhombus Canvas LLC is a manufacturing company based out of Texas and is a vertically integrated company in India. Rhombus Canvas LLC manufactures primarily high-quality canvas, various polyester products, masks, and disposable gown products. We are looking to expand our sales department for our promotional product company. Our company treats each other like family with respect and are looking for someone who will be able to adapt to our work ethics and stay with us long term.

We are looking for a part time Administrative Office Assistant who will be able to help the company grow and manage day to day customer service. This position requires working directly from the office (no remote options) and interacting with clients via phone and email. The ideal candidate is honest, well-spoken, confident, and is polite with customers. We expect someone with great customer service who is highly motivated to ensure customer satisfaction and follow up with them on positive feedback for the company. The Administrative Office Assistant will be working directly under the owners and Sr. Office Managers.

#### **Responsibilities:**

- Promptly answer all office calls and follow up with new clients as well as existing clientele to maintain a great business relationship.
- Be self-motivated, punctual, and uphold virtuous work ethics.
- Must be able to represent yourself professionally and dress appropriately while networking with clients.
- Handle all sensitive information in a confidential manner and work directly under the owners and senior office managers.
- Assist staff with administrative tasks when needed and maintain the office supplies.

**Requirements:**

- Bachelor's degree (preferred)
- Excellent time management skills and ability to multi-task and prioritize work. Experience in administrative role is a plus.
- Must be able to work in the Irving, Texas office from 8:00 am – 1:00 pm CST.
- Ability to adapt to a fast-paced environment with ease.
- Must be able to handle difficult customers with patience and politeness.
- Willingness to step out of your comfort zone and learn new skills in different department when needed.
- Must be authorized to work in the U.S. and able to demonstrate English language proficiency. Second language skills are a plus.

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