



## Office Assistant

### *Letter from Inspired Results President of Growth, Amy Tiller:*

Do you thrive in a fast-paced, collaborative environment? Do you want to help conquer a new frontier for an entire industry? If so, read on!

Inspired Results is looking for an Office Assistant to join our company and help lead a revolution! What's our ultimate secret to success? We hire A-players who are the right fit for our company, placed in the right fit role, and give them freedom to drive results. Inspired People are our not-so-secret weapon to success and client happiness. We know we are all stronger when we help each other, recognize each other's contributions, and help to support our teammates – every step of the way.

At the heart of this role is someone passionate about service, someone who knows that no job is too big or too small to tackle with enthusiasm. Our office assistant will help with quoting, billing, filing, ordering, etc. - all helping to deliver a WOW customer experience.

If you're looking to work at a company that's unlike any other, read on learn more about the position and consider being a part of our brand management revolution!

Best,

**Amy Tiller**  
President, Growth Strategies

# ABOUT INSPIRED RESULTS

## What we do (in a nutshell)

With offices in Portland and Seattle and bridging over 100 years of experience, Inspired Results is blazing trails in the brand management industry.

Inspired Results partners with our employees, customers and suppliers to provide service-powered technology solutions for print management, promotional and apparel products. We manage the process every step of the way to ensure our clients' success, and leverage technology to bring collateral into a new age.

## Our guiding principles

**One powerful word describes Inspired Results' mission: Partnership.**

Partnership is the epicenter of our business. This means we listen to our clients, making every effort to wow them by delivering remarkable service. Inspired Results is fanatical about anticipating and delivering comprehensive solutions that will help our clients thrive.

Inspired People live our values every day – we live and breathe our core tenets. In each and every action we take, we aim to:

- Inspire by Excellence
- Empower by Accountability
- Define by Results

Our ultimate vision is to lead the brand management revolution. We're blazing new trails for our industry by creating innovative, inspiring solutions for our clients. We dare to be pioneers and to continuously evolve, vowing never to accept the status quo – while always protecting our clients from risk. To us, innovation means leading by example and inspiring others to follow in our footsteps.

## Ready to jump in?

We believe in innovation powered by people: our abilities to anticipate, scale, react, and respond all stack up to bring inspired results to our team, our customers and our suppliers.

Are you ready to be part of this equation? Read more about what it takes to be part of our team!

# Are you the ideal candidate for our Office Assistant?

Inspired Results Office Assistant is an enthusiastic, energetic go getter that knows no job is too small. From answering phones, to processing invoices, to scanning and filing - everything requires enthusiasm and a sense of how important what you do is to the overall organization.

To be more specific this person will:

- Help maintain Image Library
- File
- Order office supplies
- Assist in various administrative needs
- Process incoming mail
- Prepare outgoing mail
- Process billing
- Order processing
- Help procure quotes
- Greet incoming customers and vendors
- Other duties as assigned

## The must have traits for our dream candidate:

- Ability to analyze and problem solve
- Drive
- Focused sense of urgency
- Strong customer service orientation
- Team player
- Excellent communication, spelling and grammar skills
- Ability to follow oral and written instructions, and perform detailed work in a methodical, independent and thorough manner with speed and accuracy
- Computer literate; knowledge of Microsoft Systems
- Good working knowledge of Excel, ability to generate reports and analyze basic data

## Beyond a fulfilling career and an exciting culture, we offer:

- Competitive compensation
- Comprehensive benefit programs

Ready to get started? Let's go! Contact Sarah Sprauer by email: [sarah@inspirenw.com](mailto:sarah@inspirenw.com)