

Fluid Mechanics, Inc.

Interested Applicant

Company Information

Fluid Mechanics is a competitive aquatics consulting firm that has been in business for approximately 21 years. The company operates out of a home based office in Bethlehem PA, but does business in facilities throughout the east coast as far North as Maine and as far South as Virginia. Fluid Mechanics operates during all 12 months of the year and does business 7 days a week, with the office operating Monday – Friday, 9am -5pm. Our employees in the field are called Certified Consultants and Certified Instructors. Certified Consultants offer educational services including clinics, workshops and camps for competitive swimmers and coaches, while our Certified Instructors work with our learn to swim program. Both have to go through a highly rigorous training program in order to work with our company.

Position Description

The Office Assistant position will be operating mainly out of our Bethlehem PA home-office and will work from 8:30am – 5:30pm Monday through Friday with Saturday and Sunday off. For this position duties include, but are not limited to:

- ❖ **Taking Customer Orders** by phone or via e-mail.
- ❖ **Task Management** for our office functions and employees.
- ❖ **Scheduling** of our various services and with our facilities, employees and clients.
- ❖ **Advertising Management**- ensuring our advertisements are where they need to be when we need them to be there.
- ❖ **Website Maintenance**- ensuring that our website is functional for both clients and our employees.
- ❖ **Other**- the Office Assistant will be asked to do a variety of other tasks to meet the demands of our company.

To fulfill these roles Fluid Mechanics is looking for candidates who:

- ❖ Have a professional demeanor
- ❖ Possess strong writing and telephone skills
- ❖ Are able to build a strong rapport with people of a variety of personalities
- ❖ Must be able to work independently
- ❖ Are able to multi-task and have strong organizational skills
- ❖ Must be detail oriented

In addition excellent computer skills are required in the following programs:

- ❖ Must be very familiar with Microsoft Office including Access, PowerPoint, Word and Excel.
- ❖ Familiarity with Adobe Photoshop and Microsoft FrontPage is also desired in applicants, but not necessary.

Our office is located in a home based environment:

- ❖ Applicants should be comfortable with and not allergic to animals.
 - ❖ We also maintain a non-smoking atmosphere.
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Compensation

Pay will range between \$12.50 and \$15 an hour depending on capabilities. The Office Assistant will receive 2 weeks of paid vacation and 1 week unpaid emergency leave per year in addition to the following paid Holidays: Thanksgiving, Christmas Day, New Years Day, Easter, Memorial Day, July 4th and Labor Day. Currently Fluid Mechanics does not offer health benefits to our employees.

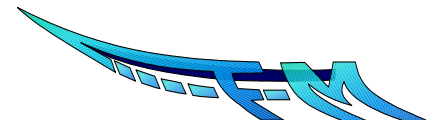
Growth Potential

We are currently looking for someone who can develop into an Office Manager within 2-3 years.

To apply

- ❖ Application deadline is Oct 6th.
- ❖ You can visit our website at www.fluidmechanics.net
- ❖ Click on the tab for "Employees"
- ❖ On the left menu click on the link for "Office Assistant"
- ❖ On the right you will see a blue box where you can download and submit an application through e-mail, fax or mail.
(Feel welcome to also submit your resume with your application if you have one available)
- ❖ You will also be able to view a video sample of our services
- ❖ The addresses are located on the application.
 - e-mail: forms@fluidmechanics.net
 - fax: (610) 837-2668
 - mail: PO Box 20862 Lehigh Valley, PA 18002

If you have any further questions feel free to call us at (610) 837-9999.



Fluid Mechanics, Inc.

PO Box 20862

Lehigh Valley, PA 18002

Phone (610) 837-9999 Fax (610) 837-2668

e-mail: swim@fluidmechanics.net

website: www.fluidmechanics.net