



EIN:20-1825363  
 PA HIC#: 000981  
 NJ HIC#:13VH04418500



**B&B Custom Pools, Inc**  
**BBC Pool Service LLC**  
 358A Main Street  
 Emmaus, PA 18049  
 610-965-POOL (7665)  
*info@bbcpools.com*  
**bbcustompools.com**  
**bbcustompoolservice.com**



EIN:86-2875523

**Job Description: Administrative Office Clerk**

**Our Need:**

B&B Custom Pools has been designing and building pools in the Lehigh Valley for over 50 years. We specialize in custom gunite swimming pools for residential and commercial customers. We pride ourselves on delivering high-quality, innovative, and unique pool and back yard solutions that exceed our clients' expectations. We are seeking an administrative office clerk to keep us organized and to assist us with administrative, accounting, and sales tasks.

**Position Summary:**

The Administrative Office Clerk provides comprehensive administrative, accounting, and inside sales support to our pool construction and services companies. This position performs various clerical tasks, including managing our construction and service databases, providing basic bookkeeping support, communicating service schedules with customers, and coordinating service contracts. The Administrative Office Clerk ensures smooth daily operations. Position may have reduced and/or flexible working hours during the winter season.

**Pay:** Hourly/Non-exempt and to be determined based on relevant experience, education, and background of candidates. Overtime and other benefits as per the B&B Custom Pools, Inc. Handbook.

**General Hours:** This is an hourly non-exempt full-time position during the construction and service season requiring 40 hours per week with possible overtime. General hours are 8:00 am to 5:00 pm with a ½ hour unpaid break for lunch. Hours are more flexible and may be reduced during the off season.

**Key Responsibilities:**

1. Assist the sales team by maintaining the CRM database and performing lead qualification and follow up activities; ensure accuracy and completeness of client information.
2. Schedule sales appointments and prepare initial sales collateral.
3. Respond to customer inquiries, provide information about services, and assist in scheduling other appointments or services.
4. Maintain and support the service/valet database; assist with service scheduling and customer communications.
5. Perform basic bookkeeping tasks such as customer invoicing and A/P data entry.





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6. Assist in managing accounts receivable and payable, reconciling financial records, and coordinating with the accountant as necessary.
7. Handle general office tasks including filing, scanning, copying, and organizing documents.
8. Monitor office supplies inventory and place orders when necessary.
9. Coordinate with other staff members to ensure efficient workflow and communication.
10. Coordinate and validate timekeeping system for payroll.
11. Assist in organizing and scheduling meetings, appointments, and company events.
12. Support management in various administrative tasks and projects as assigned.

#### **Qualifications and Skills:**

- High school diploma or equivalent; additional certification or coursework in office administration is a plus.
- Proven experience as an administrative assistant, office clerk, or similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and familiarity with basic bookkeeping principles. Experience with QBO a plus.
- Strong organizational skills with the ability to multitask and prioritize tasks effectively.
- Excellent communication skills, both written and verbal.
- Detail-oriented approach with a high level of accuracy in tasks performed.
- Ability to work independently as well as part of a team in a fast-paced environment.
- Knowledge of customer service principles and practices is advantageous.
- Experience in the construction or service industry is a plus.
- Flexibility for reduced hours in the winter season.

#### **Demonstrated Ability:**

- Speak and read English.
- Listen and follow directions,
- Read and understand basic customer contracts.
- Ability to operate a computer.
- Ability to lift 20 pounds.



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**Qualified individuals should send a resume and a cover letter to [office@bbcpools.com](mailto:office@bbcpools.com).**

### **EEO Statement**

The Company provides equal employment opportunity to qualified persons regardless of race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability, veteran status, or other categories protected by law.

### **NOTE:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.