

Office Assistant – Della Casa Pasta (Tomball, TX)

Della Casa Pasta, a family-owned and rapidly growing company located in Tomball, TX, is seeking a reliable and detail-oriented **Office Assistant** to join our team. This role is ideal for an individual who is organized, dependable, and eager to contribute to the success of a dynamic workplace.

Key Responsibilities:

- Perform general administrative and clerical support tasks.
- Assist with basic bookkeeping using QuickBooks.
- Support purchasing activities as needed.
- Maintain organized records and files.
- Provide support to management and other team members as required.

Qualifications:

- Prior office or administrative experience preferred.
- Basic knowledge of **QuickBooks** required.
- Experience in **purchasing** is a plus.
- **Bilingual (English/Spanish)** strongly preferred.
- Strong organizational and communication skills.
- Dependable, self-motivated, and able to manage multiple tasks.

Position Details:

- Hours: 30–40 hours per week.
- Schedule: Monday–Friday, with one Saturday per month.
- Location: On-site at **22525 Hufsmith-Kohrville Road, Tomball, Texas 77375**.

Why Join Us:

At Della Casa Pasta, you will be part of a supportive, family-owned company that values teamwork, growth, and dedication. We offer the opportunity to contribute directly to our continued success and expansion.

How to Apply:

Interested candidates should submit a resume to **admin@dellacasapasta.com**