

Administrative Assistant

Company: We Remove All Trash Corporation

Description

A debris and trash removal corporation seeks a professional and dependable Administrative Assistant.

Successful candidates will have excellent organizational, analytical, presentation and communication skills. Must have excellent customer service skills and be detail oriented. Must be able to create and execute projects in a timely manner.

Main duties will include:

- Create and maintain filing-systems where documents may be easily located when necessary. Neatly filing paperwork away, and keeping the office free of unfiled piles of documents.
- Typing correspondence, filing, copying, data entry, and word processing.
- Handle high volume of telephone calls (respond, screen, and delegate calls appropriately).
- Sending and receiving faxes, sorting mail and copying documents.
- Assist President with day to day tasks.
- Other duties as required.

Requirements

- High School Diploma or higher required.
- Minimum of 6 months of related experience.
- Excellent verbal and written communication skills.
- Competency in performing multiple functional tasks.
- Excellent proofreading skills.
- Excellent PC skills (knowledge of MS Word, Excel, PowerPoint & MS Small Business).
- Experience with QuickBooks preferred, but not required.
- Clear and efficient communicator, results oriented, flexible and adaptable.
- Need to be high energy, self motivated, and creative.

Part-Time, Flexible Schedule

Compensation: \$8.00/hr

Immediate Opening!!!

To apply please send resume to: loisturnbow@gmail.com

We Remove All Trash Corporation is an Equal Employment Opportunity Employer and does not discriminate against any applicant on the basis of race, color, religion, national origin, age, gender, marital status, disability, sexual orientation, military/veteran status, or any other status protected by Federal or State law or local ordinance.