JOB OFFERS | Office Work **16 October 2019**

Company located in Hillside NJ is seeking an Administrative Assistant / Front Desk to join our team!
RESPONSIBILITIES:
- Ongoing secretarial support, including e-mails, phone calls, and traditional mail,
- Assisting guests, customers, and vendors
- Organization and co-management of projects related to technician installations in the country and abroad,
- Caring for comprehensive office supplies,
- Organizational support of team and co-workers,
REQUIREMENTS:
- computer skills - MS Office and other office devices,
- English language skills very good is a must,
- high personal culture, communication skills and ease of making contacts,
- good organization of work, regularity, availability,
Please send a short resume by e-mail to hillsideinfohr@gmail.com

Walter, Hillside, NJ
Tel.: 2013709904

www.spojnik.com