JOB OFFERS | Office Work **11 November 2020**

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities. Administrative Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment. If you have previous experience as a Secretary or Executive administrative assistant and familiarity within our industry, we'd like to meet you. Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office. please text only. Part Time or Full Time

Sebastian, Yardley Pa
Tel.: 856-397-8153

www.spojnik.com