Job Title: Administrative Assistant
Location: Iselin, NJ or East Windsor, NJ
About the company:
V Group is an IT Services firm. Our offerings include IT Project, E-Commerce, Professional Services, System Integration
Established in 1999, V Group has clients in the Commercial as well as Public Sector
We are Microsoft Gold Partner, Oracle Partner and Amazon Solution Provider
We attribute our growth to our team's effort which we are proud of
To meet the expansion needs, we are hiring
Current position is for an Administrative Assistant to assist in registrations and supplier management
Part time is OK. However, we prefer some one full time
Some flexibility with hours
We will train
Qualifications:
- Strong MS Office skills
- Very meticulous
- Great interpersonal skills
- At least one year in office environment
- Prior IT Industry experience is a big plus
- Prior contracts or proposal writing experience is a big plus
Job duties:
- Enlist company as supplier to various clients
- Assist in preparing proposals
- Co-ordinate with suppliers
- Provide reports
Key words: Administration, Assistant, Recruiter, Recruiting, Sales, Reports, Projects, Marketing

Karolina, Iselin, NJ or East Windsor, NJ
Tel.: 732-548-9700 x 114

www.spojnik.com