

Administrative Assistant

Date: 2011-07-12, 2:17PM
Administrative Assistant/Part Time

We are a large and growing commercial janitorial company located in Alsip. We are seeking a Part --time Administrative Assistant (perfect job while kids are in school).

Schedule: Mon thru Fri - Day hours-can be flexible

Duties will include the following:

- Preparation of documents using Microsoft Word and Excel.
- Inner office filing
- Answering phones
- Compiling applications
- Creating & updating spreadsheets
- Assist HR and Payroll Depts.as needed

Candidates should possess the following qualities:

- Attention to detail
- Ability to multi-task in fast paced, friendly office
- Be able to work independently

Please forward your resume to hrcardinal@gmail.com

- Location: Alsip
- Compensation: Hourly
- This is a part-time job.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.