

**Position Posting**

**Posting Date** 08.24.2017  
**Removal Date** 09.24.2017

**Posting Number:** 17-234

**Job Title:** Administrative Assistant - Human Resources

**Company Description:** R+L Carriers - Wilmington, OH

*Internship* [  ]

*Part-time Position* [  ]

*Full-time Position* [  ]

*Postings remain active only thirty (30) days.*

**Employer:** R+L Carriers - Wilmington, OH

**Contact**

**Person:** [https://www.indeed.com/viewjob?jk=0718f74983b2e660&q=receptionist&l=Hillsboro+OH&tk=1boa27aqq158mbd4&from=ja&alid=572bbf47e4b075f6b1e83a19&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&rgtk=1boa27aqq158mbd4](https://www.indeed.com/viewjob?jk=0718f74983b2e660&q=receptionist&l=Hillsboro+OH&tk=1boa27aqq158mbd4&from=ja&alid=572bbf47e4b075f6b1e83a19&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1boa27aqq158mbd4)

**Duties & Responsibilities:**

The Administrative Assistant would be responsible for data entry, filing, scanning, mailings, creating files, and other duties as assigned. The Successful Candidate will be highly organized and a self-starter who can multi-task and work independently under deadlines.

**Minimum Requirements:**

Must be computer literate with an intermediate level of Microsoft Word, Excel, and Outlook  
Must be professional, energetic, and have excellent attendance  
Must be willing to perform a wide variety of tasks and alter schedule as needed  
Must be able to stand, bend, lift, or stoop for several hours  
Excellent verbal and written communication skills  
High level of confidentiality  
Must be able to type 30+ wpm

R+L Carriers offers an excellent compensation and comprehensive benefits package that includes Medical/Dental/Vision Insurance, 401(k) Retirement Plan with company matching contributions, Paid Vacation & Holidays, and free vacation lodging at our exclusive employee resorts in Daytona Beach, FL, Big Bear Lake, CA and Pigeon Forge, TN.

## **Excellent Pay with Experience**

*Please do not remove.*

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