

Position Posting

Posting Date 08.30.2017
Removal Date 09.30.2017

Posting Number: 17-242

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=1bof987j9158m8l4&from=ja&alid=572bbf47e4b075f6b1e83a19&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bof987j9158m8l4

Duties: 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

Excellent Pay with Experience 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.

Salary: TBD

Please do not remove.

Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.