



Position Posting

Posting Date 09.07.2017
Removal Date 10.07.2017

Posting Number: 17-252

Job Title: Office Assistant

Company Description: Alma Granite, Milford OH

Internship []

Part-time Position []

Full-time Position []

Postings remain active only thirty (30) days.

Employer: Alma Granite, Milford OH

Contact Person: Call: 513-593-0444 or
almagranite@yahoo.com

Duties: We are a small to medium size company looking for someone in the office who can organize the documentation, office bills purchases, appointments, meeting with customers and follow up with accountant on monthly basis with good skills on Microsoft Office and Quick Books.

Skills and Qualifications:

- A college degree is preferred but not required
- Previous office experience is preferred
- Excellent verbal and written skills
- Strong attention to detail
- Strong knowledge of Microsoft Office
- Ability to multi-task and prioritize projects
- Excellent customer service skills

The hours of the office is Mon-Fri from 9am to 6pm with one hour lunch (40 hours/week)

The candidate must be in the age between 18-27

Education Required:

- Associate Degree
- High School Degree or Equivalent

Preferable to be living near the shop

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.