

Full-time - Monday through Friday, 8:00 a.m. – 4:00 p.m.

Position Summary: The main function of this role is to provide an advanced level of clerical and administrative support.

The ideal candidate will have the following:

- Minimum of 3 years job-related background experience in secretarial or administrative work
- Strong computer skills, experience with Microsoft Office Suite is necessary, familiarity with functions in Microsoft Outlook is a plus
- Excellent written and verbal communication skills;
- Ability to manage multiple tasks, and pay close attention to detail
- Excellent interpersonal and organizational skills
- Ability to work independently and with a team on projects
- Ability to lift up to 50 lbs. on occasion
- Associates or Bachelor's Degree preferred
- Must have valid Driver's License

Salary is commensurate with experience, benefits included.