

General Office Administrator

We are looking for a general office administrator for a small office.

Candidates must have:

- * Strong PC skills, especially with Excel, Word
 - * Knowledge of general book keeping and Quickbooks for payroll and taxes.
 - * Good organization skills must have good communication skills (written and verbal)
 - * Be punctual
 - * Work accurately and independently with minimum supervision
- Job involves answering phone calls, scheduling appointments, reaching out to customers, maintaining records (both paper and electronic).

- **No Fees!!**
Temp to Perm
- Pay Rate \$15.00. Mon – Fri.
Start next week!! Email: KmcDonough@AnchorStaff.com
- or call us 732-613-4330.
- EOE
- Location: Old Bridge, NJ

Email resume: kmcDonough@AnchorStaff.com

Call us for an immediate interview.

732-613-4330

EOE