

HOT JOBS

Administrative Assistant*Here's Help* Long Eddy, NY

Overview: Here's Help is hiring Admin Assistant for long standing manufacturing company.

Schedule: M-F 8-4 **Salary:** \$17-25 hourly DPO

Duties/Skills:

- Strong computer skills including Word and Excel
- Must be accurate and reliable
- Data entry

Qualifications:

- Previous experience in customer service and data entry

Please apply to Here's Help jobs by emailing Alyssa at amarchinek@hereshelp.com