Department Assistant - Operations

This role is an administrative assistant in the Finance department. Responsibilities include performing general administrative functions of the Treasury Desk, including data entry, assisting with cash management activities/monthly settlement of trust accounts, providing phone coverage, maintaining files, and the reporting/recording of ongoing business activities.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Requires high school degree or equivalent with two years prior administrative support experience. This position requires good communication skills and an individual who can independently identify and set priorities for work performance

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=189991&lang=en_US&source=CC2&ccId=19000101_000001

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