

Unique administrative opportunity with a great company (Milwaukee)

Location

Wisconsin

<https://www.genclassifieds.com/x-449054-z>



We have an exciting opportunity in the administrative field that offers plenty of opportunity to grow within the company! If you enjoy creating a welcoming environment, being the face of the company, and are a very organized individual this is an opportunity you will want to pursue.

While working with this company you will be able to gain professional experience in the administrative field and utilize your skills in the customer service and work in a environment.

Job requirements include:

- Strong organizational skills
- Proficiency in Microsoft Office
- Good communication skills
- Efficient in time management

This position requires excellent attention to detail, ability to follow process, and communicate with co-workers as well as customers. This is a unique opportunity to work with a company that is growing and treats their employees well.

Reply with your resume to be!



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