

# Administrative position available at growing company (Milwaukee)



Location **Wisconsin**  
<https://www.genclassifieds.com/x-449055-z>

Are you looking to work at a company that offers the opportunity to grow internally and has a great work environment? There is an opportunity to use your administrative skills in a position that involves interacting with co-workers and customers on a regular basis.

**Job requirements:**

- Proficient in Microsoft Office programs
- Strong communication skills
- Excellent organizational skills
- Attention to detail
- Good work history

This exciting opportunity is one that will provide a fast paced environment and the opportunity to develop your administrative skills as well as use the ones you already have.

Don't hesitate to apply now! Send your resume immediately to be.

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