

ADMINISTRATIVE ASSISTANT (PK100)

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Location **Indiana**
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QR Code Link to This Post I have immediate openings for Administrative Assistants. Must be proficient in the following areas:

- MS Word
- MS Excel
- Outlook
- Data Entry of Alpha and Numeric
- Answering up to 5 incoming lines

Come and apply with one of Indiana's top staffing companies.

CCS INDUSTRIAL STAFFING
118 ELM DRIVE
PLAINFIELD, IN 46168

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