

ADMINISTRATIVE HOTLIST**ADMINISTRATIVE ASSISTANT****70442 – Administrative Assistant- \$15/hr.**

- 10+ years of Administrative experience.
- Experience working with workers compensation claims.
- Computer skills include MS Word and Excel.

26991 – Administrative Assistant - \$16/hr.

- 10+ years of administrative experience.
- Answered as many as 200 calls a day as a receptionist.
- Computer skills include Microsoft Word, Excel, and Outlook.

#271099 – Administrative Assistant - \$15/hr.

- 5+ years of administrative experience.
- Holds a Bachelor's Degree in Business Management and in Criminal Justice.
- Strong computer skills including MS Word, Excel, Access and PowerPoint.

ACCOUNTING**117196 – Accounting Clerk- \$16/hr.**

- 3+ years of experience in Accounting Roles.
- Experience with AP and AR.
- Proficient in Microsoft Word, Excel and QuickBooks.

258930 – Administrator Assistant / Payroll - \$19/hr.

- 20+ years of Administrative experience.
- 4+ years of Payroll experience.
- 6+ years of Receptionist experience.
- Computer skills include MS Word, and Excel.

231839 – Accounting Clerk - \$16/hr.

- 7+ years of experience as an Accounting Clerk.
- Holds a Bachelor's Degree in Business Administration.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.

ADMINISTRATIVE HOTLIST – continued**HUMAN RESOURCES****254036 – HR Assistant - \$17/hr.**

- 2+ years of experience the Human Resource Management field.
- Has performed payroll for up to 600 employees at once.
- Computer skills include Microsoft Word, Excel, PowerPoint, and Outlook.

274755 – HR Assistant- \$14/hr.

- 2 years of experience as a Human Resource Assistant.
- Processed payroll for 50+ employees.
- Computer skills include Microsoft Excel, Word, Outlook, and PowerPoint.

234508 – HR Assistant - \$15/hr.

- 1+ years of Human Resource experience.
- 2+ years of Administrative Assistant experience.
- Experience processing new hire paperwork.
- Computer skills include Microsoft Word and Excel.

CUSTOMER SERVICE REPRESENTATIVES**280490 – Customer Service Representative - \$13/hr.**

- 4+ years of Customer Service Experience.
- Has worked in manufacturing call center.
- Computer skills include Microsoft Outlook, Word, and Excel.

262293 – Customer Service Representative - \$15/hr.

- 3+ years of experience in Customer Service.
- Experienced with working in call centers.
- Computer skills include Microsoft Word, and Excel.

133980 – Customer Service Representative - \$14/hr.

- 10+ years of Customer Service experience.
- Experience using a multi-line phone system.
- Computer skills include Microsoft Word, Excel, and AS400