

Executive Resources

FINANCIAL SERVICES, INC.

A family owned and operated business in Auburn.

Position: Admin Assistant

Pay: \$11/hr DOE

Full time: 40 hours/week

Desired Qualifications:

- Ability to answer multi line phone system
- Filing
- Typing
- Appointment Setting
- Stellar customer service skills
- Knowledge of Excel and MS Word
- Data Entry

HOW TO APPLY:

Send resume and cover letter to Deborah at:
dsandbank.erfs@gmail.com