

Job Summary

Order Number:

NY1450131

Date Job Order Received:

01/19/2023

Number of Openings:

1

Company Name:

Introl Design, Inc.

Job Title:

Receptionist/Bookkeeper

Minimum Experience Required:

No experience requirement provided.

Job Description:

Lockport. Introl design. Receptionist/Bookkeeper. FT. Introl Design, Inc. is seeking a self-motivated book-keeper/receptionist/office worker for our small electronics manufacturing business. Duties to include accounts payable/receivable using a computer software program, answering phones, some HR and employee time keeping. Previous experience is a plus. To apply, forward cover letter and resume to: esmith@introldesign.com Fax: 716-434-1911 For additional information, call 716-438-7652

Job Location:

Lockport, New York

Pay:

Starting pay not specified.

Benefits:

Health Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

First (Day)

Public Transportation:

Information not provided.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, by fax, or by email:

Phone: Smith, Eileen (716) 434-6919 ext. 652

Fax: Smith, Eileen (716) 434-6919

Email: esmith@introlldesign.com