

Job Summary

Order Number:

NY1412024

Date Job Order Received:

03/17/2022

Number of Openings:

1

Company Name:

Metlab Corporation

Job Title:

Office Assistant

Minimum Experience Required:

2 years

Job Description:

Niagara Falls. Office Assistant. Metlab Corporation. FT. 1st Shift. Benefits. Description Since 1968 METLAB has specialized in distributing Metallographic Equipment and Metallographic supplies Qualifications * Must be willing to learn and perform new tasks quickly and effectively, must be able to perform learned tasks consistently * The individual should have strong organizational, communication (verbally and written) and interpersonal skills * You must be reliable and hardworking with great communication skills * The ideal candidate must be familiar with Microsoft Outlook, Word, Excel and QuickBooks Responsibilities * Create and update records ensuring accuracy and validity of information * Working knowledge of office equipment * Thorough understanding of office management procedures * Excellent organizational and time management skills * Analytical abilities and aptitude in problem-solving * Excellent written and verbal communication skills Responsibilities * Filing, printing and copying * Provide general clerical support * Generating and attaching shipping labels for Canadian shipments * Reconciling past due invoices To apply, contact the employer by fax, or by email: Fax: Erb, Chris (716) 282-6971 Email: Chris@metlabcorp.com

Job Location:

Niagara Falls, New York

Pay:

\$17.00 - \$20.00 Hourly

Benefits:

Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

40

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

First (Day)

Public Transportation:

Information not provided.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

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