

Job Summary

Order Number:

NY1425444

Date Job Order Received:

07/08/2022

Number of Openings:

1

Company Name:

Riverdale Cemetery

Job Title:

Secretary

Minimum Experience Required:

6 months

Job Description:

Lewiston. Secretary. Riverdale Cemetery. PT. Greet visitors and direct them to the appropriate departments or individuals Answer telephones and respond to inquiries via telephone or email Perform administrative tasks, including filing and photocopying Write emails, memos and letters Manage database entry and client files Order and maintain supplies Document financial information- QuickBooks knowledge extremely helpful Organize and distribute messages Prepare and mail outgoing correspondence Maintain confidential department files/records Perform routine bookkeeping tasks Understanding of electronic payment systems

Job Location:

Lewiston, New York

Pay:

\$18.00 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

25

Duration:

Part Time, Regular

Work Days:

Monday thru Friday

Shift:

First (Day)

Public Transportation:

Public Transportation is available.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

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

Phone: Faso, James (716) 510-2764

Email: jjfaso@aol.com