

Atlas HR and Staffing

https://atlashrstaffing.com/?post_type=jobs&p=1042

Logistics/Administrative Assistant

Description

Almond processing & shipping facility seeking Administrative/Front Office Assistant. This is a part-time position. Must be adaptable and able to efficiently perform a variety of tasks in a fast-paced environment. Must have experience with data entry, and preferable experience with logistics.

Responsibilities

- Manage daily tasks and goals
- Answer queries and communications through phone or email
- Carry out necessary administrative duties as required
- Perform clerical and/or data entry tasks as requested
- Keep accurate logs and records
- Support production and logistics departments as needed

Qualifications

- Experience working in a similar position preferred
- Familiarity with clerical and administrative tasks
- Good verbal and written communication skills
- Works well within a team
- Self-driven and motivated
- Able to work efficiently with minimal supervision
- Able to stand, walk and move around for long hours at a time

Hiring organization

Atlas HR & Staffing

Employment Type

Part-time

Base Salary

\$ 17 - \$ 19

Date posted

January 31, 2023

Apply now!