



<https://www.premierpersonnelgroup.com/find-a-job/administrative-assistant/>

## Administrative Assistant

### Description

Our client, a leading environmental services company, is looking for an administrative assistant to join their team! This is a permanent position that offers growth opportunities and great benefits. They are looking for eager individuals who want to grow their career with a great organization.

### Responsibilities

- Assisting office staff and company executives administratively in day to day operations
- Filing
- Scanning
- Copying
- Data entry
- Maintaining documents
- Scheduling
- Scanning
- Maintain spreadsheets for job, invoices, etc.
- Must be proficient in microsoft software and eager to learn new systems, software.
- Other duties as requested, etc.

### Job Benefits

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

### Contacts

Please send your resume for immediate consideration!

Premier Personnel Group, Inc. is one of New Jersey's most respected agencies in providing permanent and temporary personnel. With our guiding principle- INTEGRITY -always in the forefront, we offer our clients a timely solution to their immediate employment needs.

### Hiring organization

Premier Personnel Group

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### Employment Type

Full-time

### Industry

Environmental Services

### Job Location

Sayreville, New Jersey

### Working Hours

8 hour shift

### Base Salary

\$ 18-20