

First Choice

DRYWALL, INC.

Administrative Office Assistant.

Location:

Waunakee

Job type:

Full Time

Shift:

First Shift

No experience, \$12/hr.

5+ years of administrative experience, \$16-\$18/hr.

Hours are Monday through Friday from 8:00AM to 5:00PM

Job Description:

- Ensuring the office is organized, running professionally, efficiently and cost-effectively.
- Handle all reception duties including answering phones, sorting mail, filing, updating files.
- Purchasing and ordering necessary office supplies.
- Handle all aspects of the Human Resources department for employees.
- Point of contact for all employee questions and concerns.
- Forwards information by receiving and distributing communication.
- Knowledge of general office duties and machines (filing, copy, scanning, faxing, postage meter, etc).
- Other administrative duties as determined by the Supervisor.

Qualifications:

- Associate degree or Bachelors Degree in Business Administration or Relevant Experience.
- 1-3 years of administrative experience.
- Experience in MS Office (Word, Outlook, Excel, power point)
- Excellent organizational, verbal and written communications skills and ability to interact with all levels of personnel.
- Ability to work well independently in a fast-paced environment.
- Experience in the health care or health insurance industry is not required but strongly preferred.