



Office Assistant – Business Dept.

Job Position: Office Assistant (State College, PA)

Description / Experience:

Resumes are being accepted for an Office Assistant to join our Business Department for our State College Stations. Applicants must have prior business office experience including accounts receivable, accounts payable, collections and payroll. This position involves assisting the Regional and National sales departments. An Associate's degree or equivalent experience is preferred. Good communications and strong computer skills are a must including Microsoft Excel, databases and Word. This position will maintain accurate and complete account files.

Work Hours: 20-25 hours / week Monday-Friday

Salary: per experience

Openings: Yes. Resumes are currently being accepted

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