

**NOW HIRING
ADMINISTRATIVE ASSISTANT**

Keystone Staffing is now hiring for an Administrative Assistant to the Plant Manager in Sauget, IL. This is a Temp-to-Hire position with the opportunity to make weekly bonuses.

Job Duties:

- ✓ Match orders to purchase orders (must be able to flag any discrepancies)
- ✓ Enter payroll/receivables
- ✓ Must be able to work inventory on Saturdays once a month and sometimes Friday if they are slow so overtime will be anticipated
- ✓ Will be cross trained for the front counter when that person is out. Work the front desk taking orders from truck drivers coming in to pick up their order
- ✓ Dispatch truck drivers to the right location of pick up

Requirements:

- ✓ Good computer skills
- ✓ Detailed oriented
- ✓ Must be able to lift 50 lbs.
- ✓ Must be able to work overtime on weekends
- ✓ Must be able to work both inside and outside as needed
- ✓ Will need steel toe boots/shoes (will be reimbursed for). Will need to wear when going outside to warehouse
- ✓ Must enjoy an environment of landscaping
- ✓ Casual dress (nice jeans, shirt, tennis shoes)

Job Type: Full-time

Salary: \$14.00 /hour

Job Location: Sauget, IL

Required education: High school or equivalent

Required experience:

Receptionist: 1 year
Administrative Assistant: 1 year
Accounts Receivable: 1 year

To Apply:

Email resume along with the job title/location of interest to:
Shannon Dial, Recruiter - sdial@keystonestaffing.com
OR

Apply online at: www.indeed.com
Search for "Office Administrator" in Sauget, IL, Job ID # 89465