

Administrative Assistant

Benefits Solutions Plus, 2150 3rd Ave. Ste 30, Anoka

Duties -

Reception

Answer phones and direct callers appropriately

File

Data entry

Knowledge and Skills -

Computer skills, including Excel

Customer service and office etiquette

Maintain strict confidentiality

Pass criminal background check, will be fingerprinted

Hours -

Part time, 20 or more hours/week, Monday – Friday

Will consider internship

Contact: Allan Glad, 763-506-0709

Send resume to Pam or Allan at office@benefitsolutionsplus.com