

## **Front Desk Receptionist/Office Assistant**

Company: Northeast Agri Systems, Inc., Lititz, PA

Type of Position: Full-Time Monday-Friday 8 hrs./day

### Job Duties:

- Support various office departments and warehouse thru processing of information
- Use Excel, Word, and Outlook for tracking and communication purposes
- Answer telephones
- Filing documents (manually and electronically)
- Data entry into accounting/job costing software
- Organize files/scan paper documents

### Job Requirements

- Organized
- Detail oriented
- Pleasant personality
- Speed & Accuracy entering data, via keyboard, into a variety of office programs: (i.e. Microsoft Office, Word, Excel, and accounting)
- Ability to navigate the internet
- Familiarity with office equipment, printing, emailing, scanning, faxing

### Benefits:

- 401K
- Health, Disability, Life Insurance

If interested, please email resume to: [applicant@neagri.com](mailto:applicant@neagri.com).