

The Administrative Assistant job in Fairfield, Maine is responsible for answering and transferring phone calls, as well as basic office functions such as filing, emailing and scheduling. Ideal applicants will have the ability to process all accounts payable, receivable, update vehicle information, and monitor transactions for accuracy. Ideal candidates will have the ability to put new vendor information into the system, and set up accounts as needed. This is a 1st shift position.

Administrative Assistant Qualifications:

- High School Graduate or equivalent
- Excellent written and verbal communication skills
- Ability to multitask at all times
- Experience with incoming payments, and processing credit card payments
- Strong ability to work well independently and within a team environment
- Determined and goal oriented
- Casual attire
- Strong data entry skills
- Solid clerical and computer skills

Required Skills:

- Office experience
- Customer service experience
- Accounts payable and receivable experience
- Data entry experience

Administrative Assistant Details:

- Schedule: Monday-Friday 830am-5pm
- Pay Rate: \$18-20/hr
- Start Date: ASAP

Administrative Assistant Benefits:

- Health and prescription coverage (while on assignment through Bonney Staffing)
- Ask us about our \$\$Referral Bonus Program\$\$

If you believe you are a qualified candidate for our Administrative Assistant role please apply or contact us today!