



Internship! (unpaid)

Snelling Staffing Services is looking for an administrative professional two days per week. The selected candidate is responsible for performing administrative and office support activities for the front reception, sales department, and other departments; and other duties as assigned.

Responsibilities:

- Routes phone calls to appropriate department or individual
- Greets visitors and applicants upon arrival
- Set up and review pre employment paperwork with applicants
- Signs for deliveries and mail packages
- Performs administrative and office support activities (i.e. copying, creating filing systems, inbound/outbound mail, data entry etc.)
- Assists with special projects, as assigned
- Assists Staffing Manager with confirming applicant appointments, and communicates cancellations or reschedules.

Requirements:

- Proficiency in Microsoft Office
- Superb communication skills - both oral and written
- Pleasant phone manner
- Ability to multi-task
- Clean professional appearance
- Quick learner with a desire for constant and never-ending improvement
- Ability to work in a task driven environment
- Ability to handle competing demands and multi-tasking required
- Effective listening skills

Please send resumes to: brittney.jablonski@snelling.com. Call 716.839.0207 for more info. Position starts ASAP!

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