

ADMINISTRATIVE ASSISTANT

We are searching for an Administrative Assistant. Basic responsibilities of the Administrative Assistant include:

- **Administering all weekly payroll functions**
- **Accurately processing and balancing weekly payroll**
- **Organizing and distributing paychecks**
- **Compiling detailed payroll reports**
- **Assisting employees with pay inquiries**
- **Administering and ensuring effective utilization of employee benefit plans**
- **Collecting and distributing daily mail**
- **Organizing lunch for visitors**
- **Maintain attendance records/attendance discipline**

Requirements

Qualifications for the position include:

- **Superior verbal and written skills along with strong communication skills**
- **Strong attention to detail**
- **Ability to work independently and take initiative**
- **Basic accounting skills**
- **Proficient in Microsoft Word and Excel**
- **Strong, positive attitude with the ability to multi-task**
- **Associate's Degree (Business related)**

Pay up to \$15.00 per hour based on experience.

Please contact Temps Plus Staffing at 870-762-2262 to apply.