

We are looking for a PART TIME General Office Assistant to help maintain our small professional manufacturing office in Alsip, IL. Hours would be 9-3 or 10-4, M-F. We can be flexible for the right candidate. Position was a full-time position which is also a consideration now or in the future.

Some of the duties include:

- Answering phones
- Maintaining Payroll
- Balancing labor tickets for in-plant work orders
- Accounts Payable and Cash Posting
- General Human Resources

Requirements:

- Attention to detail and accuracy a must
- Able to take direction as well as work independently
- 2-5 years' experience in a similar setting
- Some college coursework completed
- Word, Outlook and Excel experience a must

We are a division of a corporation and we offer a competitive salary.



4101 W 126th Street

Alsip, IL 60803

- Please submit resume to: sdcc@scientificdust.com