

Job description

AMP Receptionist / Administrative Assistant

Job Description

- Administrative support position
- Hours 7:30am-3pm Mon-Fri, half hour lunch
- Paid office holidays

Job Duties

- Handling and screening telephone calls
- Helping customers that walk in
- Billing
- Monitoring customer accounts
- Receiving customer payments
- Data entry
- Filing
- Preparing outgoing mail
- Other various tasks, as needed, to support the administration of the company

Preferred Skills

- Good communication skills
- Professionalism
- Attention to detail
- Organized and resourceful
- Self-motivated

Requirements

- Highschool or equivalent education
- Ability to read, write, and speak in English
- Comfortable multi-tasking and prioritizing tasks without guidance

- Have enough skill and knowledge to comfortably use a computer
- Proficiency or familiarity with Excel, QuickBooks, and G-Suite a plus

Job Type: Full Time

Pay: From \$16 - \$18 per hour

Schedule:

- Day shift
- Monday to Friday

Ability to commute/relocate:

- Galesburg, IL 61401: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Microsoft Excel: 1 year (Preferred)

Work Location:

- Based out of Galesburg office, but possible travel to Macomb and Pekin locations. (No more than one day a week away from Galesburg).

Please apply by email to:

Justin Howland

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