

Career Connection Network has a client who is recruiting for an Administrative professional. This family run business in Niagara Falls, NY needs to hire someone, on a temp to hire basis, with Administrative, Human Resources, Accounting and Payroll knowledge. Part-time hours will be M-F, 8 am - 12 or 1 pm. Hourly pay rate is \$16/hr.

Duties will include but are not limited to answering phones, transferring calls & taking messages. Payroll processing. Keeping confidential employee files complete, organized and properly catalogued. Account Payables/Receivables and banking. Quotations and letters. Looking for an experienced worker. Company will train on office processes but employee is expected to bring knowledge and confidence into the position.

- Experience with Paychex preferred but experience with other payroll services accepted
- Experience in a manufacturing environment highly desired.
- Minimum 5 years' experience with Payables and Receivables.
- HR experience is desired.

Requirements:

- Excellent Computer skills: Microsoft Office Suite (Must know Word, Excel and any Bookkeeping software)
- Strong attention to detail
- Good communication skills, written and verbal
- Able to handle heavy workloads and prioritize own work
- High level of integrity and professionalism
- Responsible with confidential and sensitive information
- Demonstrate self-initiative and sense of urgency
- Confidence in work; decisiveness; exercise independent judgment with immediate duties
- Consistency in task completion and response time
- A high level of tact and diplomacy is essential

Please submit resumes using the following information below:

Candidates can apply by sending their resume to jarrington@careerxnetwork

Candidates can call us at [\(716\) 630-7008](tel:7166307008)

Candidates can fax us at [\(716\) 630-7077](tel:7166307077)

Candidates can view our website at www.careerxnetwork.com