



<https://trilakesservicesinc.com/job/assistant-administrator-2-2/>

Office Assistant – Gillham, Arkansas Office

Description

Candidate will be responsible for assisting with the day to day clerical tasks.

Responsibilities

- Answering phones in a professional manner
- Assisting with any job duties assigned
- Assisting with accounts payable
- Ensure accurate & timely payment processing

Qualifications

- Must be able to work well with others
- Must have excellent communication skills, verbally & written
- Must have strong computer skills and be proficient with Microsoft Word & Excel
- Must be able to pay attention to detail
- Must have organization skills
- Must be able to prioritize when presented with multiple tasks
- Bi-lingual is a plus, but not mandatory

Contacts

Please apply online. You may email your resume to shana@tri-lakes.us or fax it to (870) 386-2071.

Hiring organization

Tri-Lakes Services, Inc.

Employment Type

Full-time

Job Location

Gillham, Arkansas

Working Hours

Monday – Thursday 8:00 a.m. – 5:00 p.m.

Friday 8:00 a.m. – 3:00 p.m.

Date posted

March 26, 2025