



Administrative Assistant at Hire Dynamics Atlanta, GA 30336

About the Job

MUST HAVE QUICKBOOKS EXPERIENCE, WILL NOT HIRE WITHOUT IT!!!

THIS IS A REQUIREMENT AND RESUME WILL NOT BE READ WITHOUT SEEING SOME EXPERIENCE USING QUICKBOOKS.

- Must have QuickBooks experience
- Office position
- Data entry Experience
- Ordering freight
- Sending monthly invoices to customers
- Printing labels, etc.
- Detail oriented
- May be asked to pick orders
- Forklift preferable
- Confirming Shipments
- Customer service experience
- - Fri. 8am-5pm (1-hour lunch)

Job Type: Full-time

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Salary: \$14.00 to \$16.00 /hour

Job summary

Location
Atlanta, GA 30336

Job type
Full Time, Employee

Salary
14.00 - 16.00 \$ /year

Working hours: 8 AM - 5 PM

Skills:

- ✘ General knowledge of PowerPoint - work with templates
- ✘ Strong Excel; exporting, formatting, beautifying
- ✘ Formulas and pivot tables are a plus
- 3 years of admin experience
- ✘ Outlook

Qualifications:

Please send resumes to
kyle.hemphill@randstadusa.com

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