

Borderlanders Inc (Pittsburgh, PA) seeks administrative assistant to support var. depts. by answering calls/email/fax, gen. reports/tables/presentations for CEO, org. & maint. physcl. & elect. files by using solid PC knowledge, serve as point of contact between depts. within company & external partners (drivers, brokers, law firms, insurance companies, & clients), ensure effective commn., be proficnt. in using logistics software, trackng. tools, & commn. systms. essential to company's opertns., maint. office supplies. Req: HS diploma & 2 yrs. of exp. as admin. assistant in office. Salary: \$48,000/yr. Mail CV to 322 North Shore Dr., Ste 200, Pittsburgh, PA 15212.