

Administrative Assistant, Coraopolis, PA, F/T, Handle phones, type, prep & maintain info for sales, invoicing, & billing processes. Create d/base & spreadsheets to manage inventory & reporting. Prep & handle office correspondences. Organize, manage, & maintain docs, records, & files; enter & save data in comps; greet, schedule & make appointments & handle customer care. Assoc. deg & 1 yr exp reqd. Mail res: HR. Bosphorus Enterprises, Inc. 1011 4th Ave, Coraopolis, PA 15108.