

LHE BUILDERS AND FLOORING INC. IS SEEKING AN ADMINISTRATIVE ASSISTANT, IN CRANBERRY TWP, PA FULL TIME. REQ.: 12 MONTHS OF EXPERIENCE AS ADMINISTRATIVE ASSISTANT. JOB DUTIES: SCHEDULE FLOORING INSTALLATIONS; COORDINATE INSTALLATION CREWS; DATA ENTRY; CREATE, RECEIVE, AND SUBMIT INVOICES; ANSWER PHONES & EMAILS; RESPOND TO INQUIRIES; PROVIDE SUPPORT TO MANAGEMENT. FWD RESUMES TO ELDO SANTOS BY EMAIL LHEFLOORING@OUTLOOK.COM OR BY MAIL TO 112 KIMBERWICKE CT, CRANBERRY TWP, PA 16066.