



Powering Business Worldwide

Employer: Eaton Corporation

Website : <https://www.eaton.com/us/en-us.html>

Work Schedule: Part Time- Regular up to 20 hours per week

Location: 1725 1200th Ave, Lincoln, IL 62656

Position Title: Office Assistant

Job Description.

We are looking for a dynamic, fast learning and creative Individual who have strong and incredible communication skills as an Office Assistant for low upkeep work, The hours is 15 to 20hrs weekly and the compensation is \$400.00 weekly.

Obligations incorporate, however aren't constrained to:

- Receiving mail
- Bills installment
- Picking-up and conveying to PO Box.

You will be working pretty independently most days, so this is an excessively critical quality to have Task-Oriented, with the ability to begin the completion for task realization, Especially Organized and Detail.

Having a comprehension of QuickBooks Pro is an advantage or more, however isn't vital.

Interested candidate should reply with resume to elkas@contractor.net