

## **Administrative Assistant – Data Entry needed in Great Bend, KS**

Temporary opening for an Industry Leading Company!

Position is Monday - Friday 8-5

\$14/hr!

### **Job Functions and Requirements:**

- Provide administrative support with various office clerical duties
- Input data and formulas into a business software program.
- Heavy data entry mostly 10-key, Excel required
- Data entry of trucking treat sheets
  - *Chemical trucks treat wells onsite and the sheet lists how wells should be treated*
- Inventory reconciliation , Invoicing, and Mailing
- Customer interfacing required
- Must have data entry experience and excellent communication skills.

### **Education/Skills:**

- High School Diploma or GED required - College degree preferred.
- Strong Excel skills **required**.
- 2+ years of experience required in office clerical environment.
- Data entry and software experience **required**.
- Good communication and analytical skills.
- Must be able to work well with stringent deadlines and possess good organizational skills.
- Commitment to customer service and ability to work in team-oriented environment.

### *Important information:*

This position is recruited for by a remote Kelly office, not your local Kelly branch. To be considered for this position, please email your resume to the recruiter - [Anab961@kellyservices.com](mailto:Anab961@kellyservices.com)

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