



*LDI is seeking a full-time **Administrative Assistant** responsible for managing all accounting and office administrative duties including, managing accounts receivable, accounts payable, banking, sales tax reporting, filing, posting transactions, mail, telephone answering and administrative support for other departments.*

A great attitude with customer service skills & professionalism is a must. A minimum of two years' experience in bookkeeping and general office administration required. This position has full benefits including paid health insurance. Fill out an application online www.langdieselinc.com or submit your resume to hr@langdieselinc.com