



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #2004

Job Posting Date: 3/29/2019

Employer Information: DayStar Staffing Solutions
Contact: Ms. Michelle Moore
Beachwood, Ohio 44122
Phone: 216-666-2676 **Ext:**
E-mail: michellemoore@daystarstaffing.com

Main Business: UV light Phototherapy equipment and UV light Phototherapy systems

Job Title: Administrative Assistant

Full/Part-time: Full-Time **Job Hours:** 40 hours a week
1st shift 6 am -230 pm

Job Duties:

- Answers incoming calls
- Perform various office/clerical duties, e.g., filling, faxing and copying
- Enter data into software program
- Resolves routine and non-routine inquiries
- Responsible for meeting/exceeding department standards
- Performs other related duties as assigned.

Skills/Qualifications 2 years office support experience

- High School Diploma or GED
- Oral Communication Skills
- Written Communication Skills
- Reading Skills
- Time Management
- Organization
- Data Entry
- No Felonies/Clean background required

Compensation: \$12-\$14 based on experience

PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION

Special Notes / Additional Information:

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How to Contact: E-mail resume, Apply Online, In Person, By Phone

Seeking:

CVCC Alumni, Adult /Job Seeker

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