

Temporary/Seasonal Administrative Assistant needed to perform the following duties:

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Create, maintain, and enter information into databases.
- Use computers for various applications, such as database management or word processing.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Weigh incoming and outgoing loads at the scale, inspect and record grades.

Workload and Hours will vary based on the season.