



Position Title: Administrative Assistant – Part Time, Temporary

Position Location: Kane, PA

Position Description: Assist the front office, HR and accounting team with various duties throughout the day.

Position Responsibilities:

- Code, scan, mail and email Accounts Receivable invoices.
- Sort and distribute daily mail for individual departments.
- Scan daily checks and email to corporate office.
- Answer phones and greet incoming visitors.
- Assist with new hire orientation and paperwork.
- Set up interviews as requested for supervisors.
- Assist with worker's compensation injuries to include reporting and filling out necessary paperwork. Send to corporate office as requested.
- Assist with pre-employment and post-accident drug screens (set up in system and hand out paperwork).
- Daily filing for multiple departments.
- Additional projects as identified by HR and Accounting team.

Position Requirements:

- Previous experience in an office setting.
- Previous filing experience.
- Experience using Microsoft Outlook, Word and Excel.
- Ability to maintain confidentiality.
- Ability to manage multiple assignments and meet deadlines.
- Ability to work well with others.

Wage & Benefits: This is a part-time temporary position, not to exceed six months. Hours vary 20-25 hours per week as needed. Benefits not included

Resume Closing Date: Open Until Filled

Send Resume to: Resumes should be sent to temp2020@collinsco.com

This bulletin is intended as a communication device.

This bulletin reflects a generalization of information and may not reflect all aspects of this position.

Collins is an Equal Opportunity Employer.

This facility is alcohol and tobacco free. Pre-employment drug screen and background check required.

All qualified applicants will receive consideration for employment without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other status protected by law.

Individuals with a disability, who need a reasonable accommodation in the application or hiring process, please contact Human Resources at 503.826.5230 or CollinsHR@collinsco.com.