



Office Staff Workers * Thompson Sanitation Corp. Rock Hill, NY

Overview: Thompson Sanitation Corp. is seeking an Office Staff workers in Rock Hill, NY.

The Office Staff are responsible for:

Office work including answering phones, processing paperwork for accounts, setting up accounts with customers, dealing with issues or concerns that may arise.

This position is a customer service position and requires patience and understanding.

Skills necessary to perform job:

Efficient

Attention to Detail

Organized

Requirements:

1 Year experience

Valid Driver's License

High School Diploma/GED

Shift, Salary, and Benefits; This is a full-time position, Monday-Saturday, First Shift, \$20 - \$25 per hour, negotiable. Benefits include Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

Apply by emailing resume to tschaulers@aol.com, or by calling 845-796-1032, or in person at Thompson Sanitation Corp., 47 Katrina Falls Road, Rock Hill, NY 12775.