

WE'RE HIRING!

ADMINISTRATIVE ASSISTANT

- Job responsibilities: answer phone calls, assist self-hauling customers, customer invoicing, reporting and routing for customer service areas, safety program, and hauler reporting
 - Qualifications: proficient computer skills, specifically Microsoft Office products. QuickBooks knowledge is a plus, but training is provided.
 - Skills: excellent customer service and communication skills, multitasking abilities, and detail oriented
-
- Hours: Monday thru Friday 8:00 am to 4:00 pm
 - Benefits: competitive wages, employer-paid family health insurance, dental insurance, employee retirement contribution plan, paid vacation, and paid holidays

Interested applicants should send their resume to: info@engebretsondisposal.com. For more information, call (320) 589-3804 or visit our office at 23780 470th Ave in Morris.