

Administrative Professional

Maks Pharma & Diagnostics is seeking an Administrative professional. Responsibilities include word processing, filing, scheduling, record keeping, coordination of meetings and conferences, obtaining supplies, working on special projects; schedules; creates and develops visual presentations using Microsoft Word, Excel and Power Point software; proofreads copy for spelling, grammar, and layout, making appropriate changes necessary to achieve accuracy and clarity. General outbound and inbound business calls.

Required

- High School Diploma/GED
- Ability to use confidential information in a professional manner.
- Excellent writing and communication skills.
- Proficiency with Microsoft Office (Excel, Word, Outlook) and intranet/internet

Preferred

- Accuracy and attention to detail
- Excellent internal and external customer service skills
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Competitive salary and benefits include:

- Hourly Pay
- Health/Dental/Vision insurance

Qualified applicants email your resume to: avaldez@makspharma.com

To learn more about Maks Pharma & Diagnostics visit our website at: www.makspharma.com

Equal Employment Opportunity/Affirmative Action/Veteran/Disability Employer