

Office Assistant / Receptionist (Kansas City, KS)

Tabco, Inc. is looking for a full time general clerical person. This multi-function position will place you primarily as an Assistant to the Office Manager. Responsibilities include answering phones, routing calls, billing, logistics and office function assignments.

QUALIFICATIONS

1. Strong accounting and analytical skills
2. Good human relation skills and the ability to work well with others
3. Ability to act independently using judgment, tact and discretion
4. Excellent oral and written communication skills
5. Proficiency with PC systems and Microsoft/Excel Office
6. Requires excellent organizational and time management skills
7. Have a professional and energetic attitude
8. High school diploma, general education degree (GED)
9. Must be at least 18 years of age
10. Ability to work 40 hours a week

This is a career opportunity for a professional individual with a proven work record!

Tabco, Inc. is a Kansas City, KS based company with competitive benefit package and excellent work environment. Send resume to lhimmelwright@tabcoinc.com or fax to 913-287-3338