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HOT JOB !

**VETERANS & MILITARY
SPOUSES WANTED**

**Admin Assistant
for Pharmaceutical Product
Development Organization**

**IMMEDIATE OPENING
LOCATION – RICHMOND, VA**

**To Apply login or register at
www.casy.us and click on
the Job seeker tab search for
Req #168525BR.**

POSITION QUALIFICATIONS:

**High School diploma
required. Bachelor's or
Associate's degree
(Preferred).**

**One year administrative
experience.**

**2+ years computer
experience required.**

**Two - five years computer
experience.**

**Excellent oral and written
communication skills.**

**Knowledge of other computer
software and programs
where applicable.**

Detail oriented.

**Ability to handle multiple
tasks and deadlines.**

Ability to prioritize efficiently.

**Experienced with MS Office
(Word, Excel).**

Good customer service skills.



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