

# **CORPORATE AMERICA SUPPORTS YOU**

**HOT JOB !**

**VETERANS & MILITARY  
SPOUSES WANTED**

**Executive Assistant – IT  
for Leading Pharmaceutical  
Product Development  
Organization**

**IMMEDIATE OPENING  
LOCATION – MORRISVILLE, NC**

**To Apply login or register at  
[www.casy.us](http://www.casy.us) and click on  
the Job seeker tab search for  
**Req #159089BR.****

## **POSITION QUALIFICATIONS:**

**High school/secondary school graduate or professional certification.**

**Previous administrative experience (comparable to 2-6 years).**

**Strong Microsoft Office skills.**

**Strong communication, organizational and interpersonal skills.**

**Ability to identify and set priorities and effectively perform a variety of task simultaneously.**

**Ability to deal professionally with highly confidential information and matters.**

**Strong attention to detail and accuracy.**

**Positive attitude and ability to work effectively with others at all levels of the organization.**

**Good knowledge of company operations, policies and procedures.**



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