

# **CORPORATE AMERICA SUPPORTS YOU**

**HOT JOB !**

**VETERANS WANTED**

**Office Services Assistant  
for Military Equipment  
Defense Industry Leader**

**IMMEDIATE OPENINGS**

**LOCATION- HERNDON, VA**

**To Apply login or register at  
[www.casy.us](http://www.casy.us) and click on  
the Job seeker tab search  
for Req #167731BR.**

## **POSITION QUALIFICATIONS:**

**High school diploma or  
equivalent education  
required.**

**0-1 year's office services  
experience.**

**General Microsoft  
application experience  
especially Word and Excel.**

**Good verbal and written  
communication skills since  
there will be significant  
communication with  
suppliers and internal  
clients.**

**Attention to detail.**

**Ability to meet deadlines.**

**Mail handling/sorting  
experience .**

**Ability to effectively organize  
and manage multiple  
assignments.**

**Successful teamwork  
experience.**

**Customer focused.**



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