

HELP WANTED: ADMINISTRATIVE SUPERHERO

ARE YOU A SOLVER OF PROBLEMS, A MANAGER OF TIME, CAN YOU LEAP TALL BUILDINGS IN A SINGLE BOUND? WE NEED YOU! COME WORK FOR A GROWING COMPANY THAT INVESTS IN ITS EMPLOYEES' MENTAL AND PHYSICAL WELL-BEING.

WE ARE SEARCHING FOR AN ADMINISTRATIVE ASSISTANT THAT WILL BE RESPONSIBLE FOR SUPPORTING OUR CEO, EXECUTIVE TEAM AND LEGAL/COMPLIANCE MANAGER. SCHEDULING AND ASSISTING WITH TRAVEL ARRANGEMENTS, REGISTRATIONS FOR CONFERENCES, MEETINGS, CONFERENCE CALLS, ETC. WILL ALSO HELP COORDINATE THESE FOR BOARD DIRECTORS. WILL LEARN AND BACK UP LEGAL AND COMPLIANCE DEPARTMENT.

IDEAL CANDIDATES WILL HAVE A VALID DRIVER'S LICENSE, MINIMUM OF 2 YEARS EXPERIENCE IN ADMINISTRATION. AN ASSOCIATE DEGREE IN BUSINESS OR RELATED FIELD IS A PLUS.

EXCELLENT BENEFITS PACKAGE IS INCLUDED! YES, WE OFFER HEALTH, DENTAL, AND VISION, BUT WE ALSO HAVE PAID TIME OFF, SAVINGS PLAN, ON-SITE FITNESS CENTER, WELLNESS PROGRAM, EMPLOYEE ASSISTANCE PROGRAM, EMPLOYEE DEVELOPMENTAL PROGRAM AND PAID TIME OFF TO VOLUNTEER IN THE COMMUNITY!

IF YOU'RE NOT WORKING AT NINESTAR CONNECT, YOU'RE MISSING OUT! APPLY TODAY:

Apply online at www.ninestarconnect.com and send resumes to Human Resources at HR@ninestarconnect.com by Friday, March 15.