

FT Job Opening

Very busy, small printing and advertising specialty office in Larchmont, NY (lower Westchester) is looking for an Admin/Sales Assistant. Must have the following:

- Strong computer and communication skills
- Ability to research products and be a problem solver
- Must be a team player
- Ability to roll up their sleeves
- ASI experience is a plus
- Ability to deal with deadlines and work well under pressure
- CRM experience is a plus
- Must be very detail oriented
- Must be very organized
- Quickbooks experience a plus

Salary Range: \$40,000 – \$48,000 depending on skills and experience

Contact Info: pposer@Premiarnyc.com or call 914-236-1070

Looking to hire ASAP