



Compression Leasing Services

Job Title:	Administrative Assistant	Job Category:	Non-Exempt
Location:	Casper, Wyoming	Position Type:	Full Time
Level/Salary Range:	Depending on Experience	Date posted:	January 9, 2017

Job Description

ROLES AND RESPONSIBILITIES

Compression Leasing Services, Inc. is looking for a detail oriented and friendly individual to work with our Fabrication and Quality teams. It is crucial that all applicants have strong computer, written and oral communication skills and be able to work with little to no supervision.

This person will also be responsible for the following:

- Answering phones and correctly routing all calls
- Ordering office supplies
- Greeting customers and vendors
- Scanning
- Assembling equipment manuals

Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

ESSENTIAL FUNCTIONS

- Must be able to sit for up to 4 hours at a time
- Must be able to move and/or lift up to 10 pounds
- Ability to use hands and fingers

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma or equivalent required; preference will be given to applicants with higher education. Must have a minimum of three years related experience. Strong computer skills and proficiency in Microsoft Office Suite is required.

BENEFITS

Compression Leasing offers a competitive compensation and benefits package including health, vision, dental, life and disability insurance in addition to retirement programs.

Compression Leasing is an Equal Opportunity Employer.