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Administrative Assistant Job Summary

Fast paced office is currently seeking individual with administrative experience. Full-time, entry-level hourly position requires someone who possesses a professional phone presence to answer and direct phone calls, strong organizational skills with attention to details, and the ability to multi-task. Data processing experience a plus.

Qualifications and Competencies

- High school graduate
- Working knowledge of Microsoft Word, Excel and Outlook

Benefits include medical, dental and vision plus paid holidays.

If you are a self-motivated, results-oriented professional who thrives in a fast-paced environment, please send a cover letter and resume to our Human Resources department.

Corporate Claims Service is an Equal Opportunity Employer.