PART-TIME ADMINISTRATIVE COURIER

Posting ID: EM18330572

Company: Geotechnical & Environmental Services, Inc.

Position Type: Part-Time

College Major(s): Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE), Computer Science (CS), Entertainment Engineering (EED)

Company Website: http://www.gesnevada.com/

Work Location: Las Vegas, NV

Salary: $12.50/hour

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

OVERVIEW

GES is seeking a part-time (approximately 15-20 hours per week) Administrative Courier to start immediately.

Hours: Mon-Fri, 2:00PM - 5:00PM

Roles and Responsibilities
The courier will support our fast paced and upbeat front office staff and be responsible for doing all company deliveries and pick-up on a daily basis. The individual selected for this position must be extremely organized, have attention to details, and have the ability to deal with our clients in a professional manner. Additional duties may be required as necessary.

Education and Qualifications
- Valid NV driver’s license and an acceptable driving record (will be requested at time of interview).
- Solid communication skills (both verbal and written), interpersonal skills, and the ability to interact professionally with clients.

How to Apply
To learn more about our company and to apply for this position, please visit http://gesnevada.com/application-for-employment/
- Under the "Work Preference" section, there is the "Position Applied For" field.
- Select “Administrative Assistant.”