



## TTA Internal Career Opportunities

**Position: Administrative/Clerical**

**Office Assistant-Receptionist**

### **Description:**

This is an entry-level position with responsibilities that include: answering phones, coordinating internal communications, running reports, ordering office supplies, assisting with various clerical duties, coordinating company lunches, running local errands, etc. This person will also coordinate, schedule, and conduct initial screening appointments for internal positions.

Individuals interested in applying must have a high school diploma (or equivalent), be detail-oriented with good phone personality, PC skills (MS Office) and ability to multi-task.

If you believe we would be interested in your talents, please contact us to explain your career and financial requirements and goals AND be sure to include your resume.

If you meet the above requirements please send your resume to:

**[HR@TheTrainingAssociates.com](mailto:HR@TheTrainingAssociates.com)**

Or Fax: 508-890-8658

Or

THE TRAINING ASSOCIATES,  
Box OTP,  
287 Turnpike Road (Rt 9)  
Westborough, MA 01581-2807