



Polywell Computers, Inc.

American Made Computers



Administrative Assistant

Entry-level Job

Polywell Computers Inc. – South San Francisco, California

Description

Since 1987, Polywell Computers has been the leading hardware-integration provider for businesses worldwide. Awarded numerous Editor's Choice for our products, we are recruiting a enthusiastic administrative assistant to work at our office in South San Francisco! Polywell Computers works with businesses from all industries – health, government, food, and more – and we are devoted to helping our customers achieve their vision of the future.

Job Duties/Responsibilities

- greet customers and address their questions, problems, and complaints
- assist with filing paperwork, sorting/distributing mail, preparing correspondence, receiving visitors
- maintain inventory of kitchen and office items
- arrange conference calls and scheduling meetings

Please submit all resumes or inquiries to careers@polywell.com.

See other available positions at <http://www.polywell.com/us/jobs/>

