



HELP WANTED

ADMINISTRATIVE/ PURCHASING ASSISTANT

Duties include assist purchasing of warehouse and maintenance supplies as well as specialty products.

Applicant will also provide support for various office departments as needed. Strong attention to detail is a must. Experience in Excel spreadsheets preferred.

Full time, on-site, Monday-Friday. Health, dental, vision & life insurance, retirement plan, and paid time off.

Friendly team environment. Pay \$40,000 - \$50,000 depending on experience plus benefits.

Apply in person at

8085 State Highway 12, Sherburne, NY 13460,

email: accounting@steelsalesinc.com or

mail: PO Box 539 Sherburne, NY 13460.