



# **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](mailto:accounting@steelsalesinc.com) or

mail: PO Box 539 Sherburne, NY 13460.