Order Number:
NY1734872
Date Job Order Received:
10/19/2026
Number of Openings:
1
Company Name:
Grand Slam Safety LLC
Job Title:
Office Assistant
Minimum Experience Required:
3 Months
Job Description:
Are you organized, detail-oriented, and someone who enjoys helping things run smoothly behind the scenes? Do you like keeping things in order, helping people, and being the friendly face that makes everyone feel welcome? Then you might be just the person were looking for! Were seeking a friendly, dependable, and enthusiastic Office Assistant to support our Accounting and Human Resources departments. Youll play an important role in keeping our office running efficiently while helping create a welcoming, positive experience for employees, visitors, and applicants. No two days are exactly alike, so if you enjoy a little variety in your workday, this could be the perfect fit! What Youll Be Doing Keeping us organized: Typing, filing, copying, scanning, preparing forms, and keeping paper and electronic records in tip-top shape. Being our friendly first impression: Greeting visitors and applicants, answering phones, directing calls, and making everyone feel welcome. Helping the office run smoothly: Sorting mail, preparing correspondence, and assisting with everyday administrative tasks. Supporting our HR team: Assisting with onboarding, new-hire orientation, benefits enrollment, and employee questions. Pitching in with payroll and benefits: Helping with payroll-related tasks and communicating with benefits providers and vendors. Making work a little more fun: Assisting with employee events, celebrations, meetings, and special occasions. Being a team player: Taking on other related duties as needed. We all pitch in when it counts! What Makes You a Great Fit? You can type at least 45 words per minute (your keyboard skills are ready for action!). You communicate clearly and professionally, both in writing and in conversation. You enjoy helping people and have a friendly, customer-service-minded attitude. Youre organized, detail-oriented, and good at keeping track of the little things. You manage your time well and can juggle multiple tasks without losing your cool. Youre comfortable using Google Workspace or similar office software. Youre dependable, adaptable, and happy to lend a helping hand wherever needed.
Job Location:
Croghan, New York 13327
Pay:
$16.00 - $20.00 Hourly
Benefits:
No benefits specified.
Hours per Week:
Not specified.

Duration:
Part Time, Regular
Work Days:
Monday Thru Friday
Shift
Not specified.
Public Transportation:
Not specified.
Minimum Education Required:
GED
Driver Licenses, Including Endorsements:
Not specified.
How to Apply:
To apply, contact the employer by: Internet
Web-site:
https://www.indeed.com/viewjob?jk=792182693d71db26&from=shareddesktop_copy