



MISSION CRITICAL SOLUTIONS, LLC  
271 Industrial Lane  
Alum Bank, PA 15521  
Phone: 814 839 2078 – Fax: 814 839 2849  
[www.missioncriticalsolutions.com](http://www.missioncriticalsolutions.com)

**Job Title:** Administrative Assistant

**Job Description:**

Mission Critical Solutions, LLC (MCS) is currently seeking an Administrative Assistant. Duties for this position will include:

- Answering the phone and responding to inquiries as necessary.
- Preparing correspondence, compiling expense reports, scheduling appointments, and supporting the staff as required.
- Maintaining neat and organized files (paper and electronic).
- Assisting with the creation of presentations.

**Requirements:**

Candidate must have a high school diploma and 1-3 years of prior administrative support experience in a professional office environment. Must have excellent communication skills and a positive, can-do attitude. Must possess the ability to work under tight deadlines and with minimal supervision.

**Additional Skills Include:**

- Professional, friendly phone skills.
- Solid experience with Microsoft Office suite of products (Outlook, Word, Excel, PowerPoint)
- Understanding of general financial and human resource matters helpful.
- Excellent time management skills.

<b>Skills:</b>	General administrative support skills
<b>Employment type:</b>	Part-Time
<b>Hourly Rate:</b>	\$8.00
<b>Degree:</b>	N/A
<b>Experience (year):</b>	1+
<b>Work Status:</b>	Citizen
<b>Security Clearance:</b>	N/A
<b>Job Location:</b>	Alum Bank, PA 15521
<b>Contact Approach:</b>	Please send resume to <a href="mailto:tmaher@missioncriticalsolutions.com">tmaher@missioncriticalsolutions.com</a> (No phone calls please!)

**MCS will be accepting resumes for this position until October 31, 2011**