

EMPLOYER - ALSO COMPLETE SHADED SECTION FOR DCC USE

Employer:	Meenan
Street Address:	700 South Drive
City, State, Zip:	Hopewell Junction, NY
Phone:	516-495-1131
Website:	www.meenan.com
Contact Name/Title:	Meghan Nocita/Talent Acquisition Specialist
E-mail:	mnocita@stargroupplp.com

Position Title: Administrative Assistant

Part-Time Full-Time

Company/Organization Name:	Meenan
Location:	Hopewell Junction, NY
Company/Organization Profile & Size: (include website)	<p>Founded in 1934 in New York City by William F. Kenny, Jr. and led by Governor Alfred E. Smith as the company's first Chairman of the Board, Meenan was established as a local company to help make their friends and neighbors more comfortable with superior home heating oil services. Since then, Meenan has built on their original goal to enjoy a proud history of providing not just home heating oil but a range of premier home comfort services to customers far beyond New York City, throughout communities in NY, NJ and PA.</p> <p>Website: www.meenan.com</p>
Industry:	Energy
Position Description/ Responsibilities: (include where job is located)	<p>Are you interested in taking your next career step with an industry leader? Do you have exceptional organizational skills? Do you work well independently as well as a part of a team? We have just the opportunity for you! We are a leading home services provider and due to our continued growth, we are looking for a highly skilled and reliable individual to work as an Administrative Coordinator.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • As an Administrative Coordinator, you will be responsible for supporting the office with administrative tasks as well as ensuring compliance of district and company policies. • Specific duties include: • Post documents as needed for State, Federal, Company and District compliance as needed • Process required Accounts Payable documents for Accounting • Reconcile vendor statements, research, and resolve any discrepancies • Petty cash control, reconciliation and preparation of petty cash reports • Process check requests • Track monthly postage usage for internal departments • Assist with organizing in-coming and out-going mail/shipments • Order stationery and office supplies • Assist with contract renewal pricing • Assist walk-in customers with inquiries and process any payments given • Other duties as assigned

<p>Qualifications/ Required and/or Preferred Skills:</p>	<p>Requirements:</p> <p>As an Administrative Coordinator, you must be professional, pleasant and possesses the ability to function equally well in both a team environment and independently. It is also important that you display excellent verbal and written communication, interpersonal and active listening skills, along with the ability to interact effectively with both customers and coworkers.</p> <p>Specific qualifications include:</p> <p>High School Diploma or Equivalent 2 or more years of office experience preferred 1-2 years in a customer-facing role; prior experience in a customer service setting preferred Strong troubleshooting abilities Excellent telephone skills Ability to communicate effectively both orally and in writing Proficient in MS Office Suite, MS Outlook, and Web navigation</p> <p>Benefits:</p> <p>As an Administrative Coordinator, you will be part of an evolving organization that built its reputation on providing our customers with the best possible service. Our employees are, of course, one of the main keys to our continued success and so, we are committed to your professional development. As we continue to grow, you may find opportunities for advancement to roles of greater responsibility with us.</p> <p>Your hard work and professional dedication will be rewarded with a competitive compensation and benefits package, including:</p> <p>Medical coverage (F/T staff) Dental coverage (F/T staff) Retirement Savings Plus more! Build a rewarding career with an industry leader!</p> <p>Apply now!</p> <p>We are proud to be an equal opportunity employer, and are committed to a drug and alcohol-free workplace.</p>
<p>Employment Type:</p>	<p><input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary</p>
<p>Wage Rate or Range</p>	<p>Based upon experience.</p>

How to Apply:

<p>E-mail: mnocita@stargrouplp.com</p>
<p>Online:</p>
<p>U.S. Mail:</p>
<p> </p>
<p>Contact Name & Title: Meghan Nocita Talent Acquisition Specialist</p>

Include:

Resume

Cover Letter

Additional Comments:
