



NEW YORK STATE SENATOR

Phil Boyle

## Job Opening: Office Assistant

PHIL BOYLE January 28, 2014

### **Xcalibur XRF Services - General Office Assistant**

Organized, dependable, easy going person needed part time to support a growing industrial business in Holbrook. Day to day responsibilities include but are not limited to filing, billing, answering phones, data entry and general office duties.

This position offers part time flexible hours Monday through Friday, no nights or weekends. Opportunity to learn and advance for the right candidate.

Working knowledge of Word, Excel and excellent customer service skills required.

For consideration, please send your resume to [XcaliburXRF@gmail.com](mailto:XcaliburXRF@gmail.com)