

Support Services Assistant

Support Services Assistant (summary duties description):

Integrated Loss Control, Inc., a well-established consulting firm in Shoreview is seeking an individual with the following skills to join our professional team. This part time (15-20 hours per week) position will provide a wide range of office administrative and client support responsibilities with emphasis on Fleet DOT compliance --falsification of driver log audit (looking for missing/incorrect info), fuel logs, qualification files, etc.

We offer an excellent work environment for our employees. Compensation is based on qualifications and experience of the candidate.

The successful candidate will have the following qualifications, but not limited to:

- Familiarity with administrative support task associated with the transportation industry or ability to learn
- Accuracy & attention to detail a MUST
- Excellent communication/phone/grammar skills (written and oral)
- Proficient in MS Excel and other MS Office applications (Word, Outlook, Powerpoint)
- Ability to quickly learn and work with other software applications
- Must be dependable, trustworthy, flexible, organized
- Self-starter, ability to work with others, manage fast pace and meet deadlines
- Hold matters in strict confidence and maintain confidentiality
- General office experience & ability to handle efficiently, a variety of responsibilities & projects, multi-tasking

If you are a qualified candidate with a desire to grow professionally and be rewarded for service excellence, then we would like to talk to you.

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