

Role	Office Admin
Years of Experience	2+ years
Work Location	100 Wood Avenue South, Iselin, New Jersey, 08830
Job Description	<ul style="list-style-type: none">• One should Coordinate office activities & take care of paper work Manage phone calls and correspondence (e-mail, letters, packages etc.)• Support bookkeeping procedures• Create and update records and databases with personnel and other data• Track stocks of office supplies and place orders when necessary Assist colleagues.