



ELEIT Technology, Incorporated

2225 Drake Ave. Suite 7

Huntsville, AL 35805

(256)533-4773 Fax (256)533-4775

ELEIT Technology, Inc. Journeyman Administrative Assistant for Publishing

- 1 year customer service, or interoffice/interagency preferred.
- Experience with tracking or maintaining reports or other business work products.
- Must be proficient in typing and basic editing using Microsoft suite (35 words per minute).
- Highly proficient mastery of the English language

Experience/Education

- High School Graduate minimum with Associates Degree preferred in IT, Policy, Administration, Military Science, Library Science, Homeland Security, or English.

Minimum Position Knowledge, Skills, and Abilities Required: Microsoft Office software and use of a Desk Top Computer.

Work Environment, Physical Demands, and Mental Demands: Office environment, sitting, stoops, bend, kneel, walk, have full dexterity, correctable vision, and the ability to comprehend and follow written instructions.

Safety Environment: Comply with all site safety and security regulations.