



Knowledge Services, a professional services firm providing Recruiting, Staffing, and Payrolling Services has opportunities for an experienced Administrative Assistant.

Currently being recruited are highly qualified candidates for contract positions with our client, State of Indiana. We are seeking friendly individuals to help those in need of special programs and services.

Knowledge Services offers a comprehensive benefits package:

- Health, Dental, and Vision benefits through OptiMed (coverage begins the first day of the month following the first day of employment)
- 401k Retirement Plan Participation Opportunity
- Additional benefits may be available.

Drug screen and Background check required.

Qualified candidates, for immediate consideration, send resume in Word format to Sandy Glover by email at [sandy\\_glover@knowledgeservices.com](mailto:sandy_glover@knowledgeservices.com) or call 317-806-6147.

Job role and requirements are as follows:

## **Eligibility General Clerk**

---

This role is responsible for greeting clients entering the office and helping with clerical duties.

### **Duties**

- Greeting clients
- Answering phones
- Helping fill out applications
- Researching programs
- Filing, faxing, copying
- Data entry
- Mail distribution

### **Job Requirements**

- Recent experience in a clerical role
- Customer service oriented
- Computer knowledge
- Clean criminal background and drug screen

**Hours:** M-F 8-4:30

**Pay:** \$9-11hr

As a contracted employee of Knowledge Services, you will be responsible for fulfilling the duties and job requirements of the client organization.