

Employment Opportunity

Felker Bros. Corp. is currently looking for an Administrative Assistant in their Glasgow facility. Position will report to Human Resources Department. Ideal candidate will have HR background with a strong emphasis in Safety.

Skills required include:

Minimum two years data entry or equivalent experience

Ability to communicate effectively both orally and in writing to all staff levels

Knowledge of general office procedures

Knowledge of multi phone system

Excellent knowledge of office equipment, i.e. fax machines, copies, personal computers and printers

Proficient in Microsoft Office

If you possess the qualifications and are interested in this position mail completed application and resume to:

Felker Bros. Corp.

Attn: Human Resources Dept.

125 Beaver Trail Rd.

Glasgow, KY 42141