

**JOB ORDER:#8-0015**

[ ] PART-time [x] FULL-time

**IMPORTANT NOTICE:** SUNY ORANGE Career Services Office **DOES NOT** screen Jobs and/or Employers. Any arrangements that you (the student) make are solely the responsibility between you and the employer.

<b>JOB TITLE</b>	OFFICE ADMINISTRATOR					
<b>Opening Date</b>	01/09/08					
<b>Duration</b>	Permanent					
<b>Firm name</b>	J. Patrick & Associates					
<b>Mailing address</b>	Main Street, Beacon, NY 12508					
<b>Type of Company</b>	Boutique Executive Search firm specializing in the placement of Management, Sales, Marketing, Business Development & Technical personnel.					
<b>Telephone #</b>	(212) 937-5015					
<b>Fax #</b>						
<b>Contact</b>	Renei Orgen					
<b>E-Mail</b>	<a href="mailto:renei@jpatrick.com">renei@jpatrick.com</a>					
<b>Job location (town/city)</b>	Beacon, NY					
<b>Hours of work (includes Days &amp; Times)</b>	Monday through Friday - 8:30 a.m. - 5:30 p.m.					
<b>Education required</b>	Recent college grad					
<b>Major required</b>	None specified					
<b># of openings</b>	1					
<b>Salary</b>	\$10.00-\$12.00/hour plus benefits					
<b>HIRING REQUIREMENTS:</b> Strong communication & organizational skills, customer service or similar background. Ambitious entry-level candidates with required personal attributes encouraged to apply. Working knowledge of word processing, spreadsheet, database, Internet & e-mail packages essential. Direct focused manner, disciplined, consistent, & professional in techniques & habits. Openness & responsiveness to positive, constructive criticism & coaching essential. Achievement-oriented & money-motivated. Willingness to learn and an honest, ethical approach to work essential.						
Drivers License [ ] [ ] Yes No	Employment Test [ ] [ ] Yes No	Physical Exam [ ] [ ] Yes No	Needs Own Tools [ ] [ ] Yes No	References [ ] [ ] Yes No	Computer Skills [ ] [ ] Yes No	Other:
<b>JOB SUMMARY:</b> Will be responsible for data entry & maintenance of candidate information for company assigned searches, in support of a Recruiter-Account Manager who will directly handle interfacing with the hiring client. The Office Admin. Will use all online & offline tools available to keep information as up to date as possible. This position functions as an apprentice to the Recruiter-Account Manager & those who are consistently successful in meeting their objectives have the potential to move onto full-lifecycle recruiting.						
<b>Resume required</b>	YES [ x] NO [ ]					
<b>Category</b>	Office Technologies					
<b>To apply</b>	E-Mail [ x ]					