

## Experienced Administrative Assistant

Are you interested in joining a team of highly motivated professionals in the financial services industry? Great news! We are excited to announce openings of full-time administrative positions within our company. We are seeking reliable, innovative, and energetic individuals to join our growing company.

As a new employee, you will complete a three-week Boot Camp training, where you will learn the basic fundamentals to set you for success. Exceptional on-going training is provided throughout your employment.

### Minimum Qualifications:

2+years in office experience

High school diploma or equivalent

Proficient with Microsoft Word and Excel

Demonstrates advanced knowledge in client-focused or customer-focused situations

Experience handling confidential information

Excellent communication skill set

Do you have what it takes to join our team? If you're up for the challenge, visit our website to download and complete our employment application. Send us your cover letter, resume, and completed employment application to [careers@midstatecollections.com](mailto:careers@midstatecollections.com). You may download the employment application here: <http://midstatecollections.com/home>.