

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.

As a full-time employee, you are eligible to participate in a generous corporate benefit plan that includes:

- Health insurance
- Disability insurance
- Retirement plan with company matching contributions
- Life insurance
- Paid holidays
- Accrued time off

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.

We are currently looking for 2-4 people and we have both part time and full time positions available. We are flexible with student class schedules, and there is availability to work Mon-Sat. The minimum number of hours worked each week is 20 – preferably 25-30 hours per week.

We would prefer students who are in a Business program, especially those who are interested in working for a company in the financial industry.