

BARNEY & SONS WELL DRILLING, INC.

Laurens, NY

ADMINISTRATIVE ASSISTANT Full Time

Perform a variety of work including customer service, A/R, A/P, all functions of a busy contractor's office. Must have some bookkeeping experience, familiar with MS Excel, Office, QuickBooks and be detail orientated. Confidential and professional manner required. Construction background a plus.

Please email resume with references to

msabourin@barneyandsonsdriiling.com or fax to 607-263-2492.

Contact Marilyn at 607-432-8009 with any questions.