

ADMINISTRATIVE ASSISTANT

Part-time or Full-time position, 20-40 hours a week (flexible hours and days), requiring 1-3 years of experience; proficient with Microsoft® Office Suite; good written and verbal communication skills; good organizational skills; motivated self-starter.

Lamont Engineers is an Equal Opportunity Employer.
Section 3 applicants are encouraged to apply.

Send resume to:

lamont@lamontengineers.com

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Lamont Engineers

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