



**HELP
WANTED**

**ADMINISTRATIVE/
PURCHASING ASSISTANT**

Duties include assist purchasing of warehouse and maintenance supplies as well as specialty products. Applicant will also provide support for various office departments as needed. Strong attention to detail is a must. Experience in Excel spreadsheets preferred. Full time, on-site, Monday-Friday. Health, dental, vision & life insurance, retirement plan, and paid time off. Friendly team environment. Pay based on experience.

Apply in person at

8085 State Highway 12, Sherburne, NY 13460,
email: accounting@steelsalesinc.com or
mail: PO Box 539 Sherburne, NY 13460.