

**OFFICE ASSISTANT - FT.** Assist with AR, billing, customer service. Must be proficient in Microsoft Office (Excel, Word), be detail oriented, and have excellent communication skills.

Must accurately perform standard mathematical calculations. HSD/GED and experience required. Must pass drug and background checks. Competitive salary.

Excellent benefits. Complete application and attach resume through website. Or send to [dana@southernwaynesanitary.com](mailto:dana@southernwaynesanitary.com).