

Job Title	Job Description	Employer	Pay	FT/PT	Contact Information	Posted On	Closes On
Administrative Assistant	Administrative Assistant Feb. 01, 2010 - Feb. 28, 2010 Location: Orem, UT Salary Range: \$28,000 - \$30,000 / year Exempt/Non-Exempt: Exempt Benefits: Medical, Dental, Vision, LTD, STD, Life and 401K with matching Employment Type: Full Time Department: Clerical/Admin Description: Employer is in need of a high quality, motivated administrative assistant. Our company strives for excellence and we believe that starts from the moment you walk in the door. Employer is an award winning, full-service marketing strategy and customer interaction center that has been serving clients since 1978. Employer has experienced over 20 years of positive growth by focusing on core service markets and leveraging technology to provide innovative marketing solutions. Fostered under an entrepreneurial culture, Employer has grown into an industry leader in business acquisition strategies and customer relationship solutions. Duties: Manage and maintain executives' schedules. Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software. Read and analyze	Dialogue Marketing		FT	Type this URL to apply http://jcnlx.com/806236d9a8d44e049bc93634316c0199173	2/2/2010	
Administrative Assistant II	A leader in home security, has an immediate opening for a full-time Administrative Assistant II at our Lindon, Utah location. Responsible for providing a wide variety of administrative, clerical and receptionist duties. Types and assembles letters and memos. Answers questions and directs telephone calls and visitors. Prepares envelopes, letters and packages for shipment. Performs and oversees specific projects and programs as assigned. Answer incoming calls through ShoreTel PBX system or Aspect. Must have at least two years experience as an Administrative Assistant, be proficient in MS Excel, MS Word, PowerPoint and other general office programs. Pay DOE. We have a compensation package that inspires loyalty in superior professionals. A rewarding career awaits you! EOE Only those selected to interview will be contacted.	PINNACLE SECURITY	\$11.00- \$13.00 hr	FT	Please e-mail your resume and cover letter to jobs@pinnaclesecurity.com EOE Only those selected to interview will be contacted. Please e-mail your resume and cover letter to jobs@pinnaclesecurity.com .	2/5/2010	
Executive Assistant	A growing company with offices in Linden is in need of an experienced Executive Assistant to join their team. This individual will assist the CEO in administrative, organization and planning tasks. Responsibilities will include: • Aiding executives by coordinating office services such as personnel, scheduling and calendars, travel, budget preparation and control, special events, records control, and special management studies. • Studying management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions. • Analyzing unit operating practices, such as recordkeeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures. • Preparing reports including conclusions and recommendations for solution of administrative problems. • Reviewing and answering correspondence. • Assisting in preparation of budget needs and annual reports of organization. • Directing services, such as maintenance, repair, supplies, mail, and files. • Compiling, storing, and retrieving	SOS Staffing	\$10.00- \$12.00 HR	FT	For consideration, please send your resume to dept150@sosstaffing.com	2/2/2010	

PSO OPERATIONS SPECIALIST	<p>PSO Operations Specialist Feb. 02, 2010 - Mar. 30, 2010 Location: Orem, UT Salary Range: TBD Benefits: Employer offers a competitive salary and comprehensive benefits package including medical, dental, life, and vision insurance, professional development, and a company-matched 401(k) plan. All People, All Work, all Together! Employment Type: Full Time Department: Client Services Description: Employer, the leading provider of project and portfolio management software, has an opening for an Administrative Assistant to work in the Client Services Department. The position will primarily have responsibility for general tasks to assist in creating a strong working department. This position will assist with errands, filing, phone calls, calendars, computer tasks, etc. This position will also assist the VP of Global Services Duties: - Responsible for administering, tracking and communicating all elements required to support our services partner program.- Responsible for supporting the education and consulting departments in scheduling and managing the initial processes for new customers including setting up introductory</p>	AtTask, Inc.		FT	<p>Type this URL to apply http://jcnlx.com/b6bd870946f2457da123875f3f98cc34173</p>	2/9/2010	
RECEPTIONIST/ADMIN ASSISTANT	<p>Description – Receptionist / administrative assistant wanted Responsibilities - Handle incoming phone calls, direct shipments to warehouse, receive walk-in appointments / customers, administrative assistance in Marketing, Sales and Accounting. Computer Skills – Microsoft Word, Excel, Outlook, Power Point, ACT (optional), faxing, email, mass mailings. Office Skills – Filing, fax, scanning, phone system, etc Accounting emphasis preferred for growth into other positions. in-school is ok for non-work hours Pay starts at \$8 / hour, depending on qualifications.</p>			FT	<p>Email resume to Kam@irontownhomes.com. I will contact you for a follow up interview</p>	2/9/2010	