



August 26, 2022

Receptionist/Secretary for a consulting engineering firm – candidate to have professional demeanor, excellent computer skills (Microsoft Office/Adobe Suite) and client relation skills, typing 50-70 wpm, able to handle multiple phone lines, attention to detail, have ability to organize, prioritize and manage multiple tasks with a "whatever it takes" outlook. Requires a high school diploma (college degree a plus). Additional opportunities may exist for candidate with additional skills such as accounting or marketing. Benefits include insurance, vacation, sick time, cafeteria plan and 401k. Forward resume to Tahnya Ford, Benton & Associates, Inc., 1970 W. Lafayette Ave., Jacksonville, IL 62650, or info@bentonassociates.com.