

Casey Peterson, Ltd. is seeking a full-time

Administrative Assistant

in our Gillette, WY office.

Maintain front office, including but not limited to:

- Answering phones
- Greeting clients
- Assisting team members with printing, processing, and scanning.
- Light bookkeeping
- Must have excellent communication, writing, and typing skills
- Word and Excel experience a plus

To apply please visit our website:

www.caseypeterson.com

CASEY  PETERSON

Leading the Way.