

Administrative Assistant

**Hours:
7:30am–4:00pm**

Self-driven, motivated & safety conscious people are required.

Proficiency in Microsoft Office Suite is required. Knowledge of SAP is a plus. In addition to clerical work, this position will require time to be spent in our plant.

Successful candidates will need to be able to work in climate conditions that, at times, are hot and humid.

Must be able to multi task and work independently

Valid Driver's License is required.

Serious inquiries only

Applications available at the front MVRC office from 7AM – 3:30PM or anytime at

George's Security Office in employee parking lot off Rt. 42.

MOUNTAIN VIEW RENDERING CO., LLC

**173 ROCCO ROAD
EDINBURG, VA 22824**

(behind George's Chicken)

MVRC is an EEOE