

**Employer Date**

Organization Name: X-Mil Inc. Phone: 513-520-6741

Contact Person: Erica Carpenter Title: Manager

Email: ecarpenter@x-mil.com Fax: N/A

Address: 220 Homan Way

City: Mt. Orab State: OH Zip: 45154

**Position Date**

Job / Position Title: Office Assistant Reports to: Erica-Manager

(Note Position)

Degree Area of Concentration: N/A

Position Type:  Internship  Part-time Position  Full-time Position

Total number of hours per week: 40 Salary Range: \$13-16/hr

**Duties and Responsibilities:**

Overseeing clerical tasks, such as sorting and sending mail. Maintaining files.  
Welcoming visitors. Answering phone calls. Taking and delivering messages.  
Entering orders and quotes. Following up req'd. More duties as needed.

**Education Level and Required Skills:**

High School Education. Computer skills.

**Wages and Benefits Include:**

Medical Insurance/Dental Insurance, Short & Long Term Disability, 401k, vacation.

**Additional Information:**

**How to Apply:**

Email resume to [ecarpenter@x-mil.com](mailto:ecarpenter@x-mil.com).

Deadline for Application: Until position is filled.

**Submit**

**Notice to employers:** Southern State Community College does not discriminate against students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, disability, sexual orientation, and/or gender identity.